

Job Title Spanish Language Assistant

Reports to Head of Modern Languages and Cultures and Head of Spanish

Job Purpose

Language Assistants support the work of the Modern Foreign Languages Department. The Spanish Language Assistant will work closely with small groups and individual boys to help them improve their oral and aural language skills. They will also support the running of the department undertaking general administration and exam preparation.

Key Tasks and Responsibilities

- To work with boys one-to-one or in small groups to help them improve their oral and aural fluency;
- To provide regular feedback to the Head of Spanish and Masters teaching that language; this could, for example, be in the form of weekly progress reports about each boy;
- To provide feedback to individual boys after each session and to set them targets which will help them to improve their proficiency;
- To prepare lesson materials and send these to the boys at least a week in advance of the sessions with enough time and appropriate guidance (e.g. vocab lists) for them to prep for the session. Lesson materials may for example include small articles and pieces of literature;
- To prepare teaching and learning resources for the Spanish Department at the request of the Head of Spanish;
- To prepare general questions in the target language pertaining to the topic studied as part of the scheme of work;
- To provide occasional cover for departmental lessons – this does not include formal teaching, but will include taking absence, ensuring the safety of the students in the class, and supervising the boys whilst they complete the work already prepared by the Master.

All employees of Eton College are also expected to:

- Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity and inclusion.

Last Updated: 24 April 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

To be successful in this role the incumbent should have;

- A degree in a related subject and understand the composition of the Spanish Language;
- A thorough knowledge of the subject language;
- Prior experience of classroom teaching or tutoring is essential;
- Excellent organisation and time management skills, including the ability to juggle a variety of competing priorities whilst meeting deadlines;
- Well-developed communication skills, both written and oral;
- The ability to work using their own initiative and to take direction;
- A demonstrable enthusiasm for helping pupils to learn and develop, and a commitment to the highest standard of pupil welfare;
- A clear understanding of the needs of young people and an ability to maintain a good sense of order and discipline.

Working Pattern

- Working 5 days a week during term time (normally Monday to Friday inclusive);
- Working approximately 35 hours per week, with occasional additional commitments as per the needs of the school;
- The 35 hours per week will include 30 hours working with boys either in small groups or one-to-one in preparation for the IGCSE and A-Level speaking examinations, and 5 hours assisting with further activities to support the department and the College;
- Requirement to work the inset period at the start of each term;
- Please note, annual leave cannot be taken during school term periods, and all of the entitlement must be taken during periods of school holidays.
- If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day's holiday in lieu.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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