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| **Job Title** | Italian Language Assistant |
| **Reports to** | Head of Modern Languages and Cultures and Head of Italian |

**Job Purpose**

Language Assistants support the work of the Modern Foreign Languages Department. The Italian Language Assistant will work closely with 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 Italian 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 Italian Department at the request of the Head of Italian;
* 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:

* Have 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 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.

To be successful in this role the incumbent should have;

* A degree in a related subject and understand the composition of the Italian 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**

* Hours of work – two afternoons/evenings per week (ideally a Tuesday and Thursday but to be agreed with the Head of Modern Languages and Cultures). In the 2025 Michaelmas Half we anticipate that there will be a total of 6 hours of work per week (3 hours each day). There will be some flexibility with these hours and due to the nature of the role the working hours may fluctuate. Therefore, your hours of work will be confirmed to you on a termly basis and will vary depending on the needs of the College. Exact working hours and working pattern will be set by mutual agreement with the Head of Modern Languages and Cultures.
* The hourly rate for this role will be £29.30 and the salary will fluctuate depending on the actual hours of work. For working 6 hours per week during Eton College term time only (plus statutory paid holiday entitlement) the salary would be £6,610.08 per annum.
* 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.**