



# FRENCH LANGUAGE ASSISTANT - LIVE OUT

FROM SEPTEMBER 2023  
FULL TIME | 2 YEAR FIXED TERM CONTRACT  
NON-ACCOMMODATED



**ETON**  
COLLEGE

# 01

## FRENCH LANGUAGE ASSISTANT

Be part of a challenging and exciting learning environment, within lessons and beyond.

We are an equal opportunities employer and are seeking applications from suitably qualified candidates from all backgrounds. There is no 'typical' Eton employee, we value individuality, difference, teamwork and the contribution everyone makes to the life of the school.

Eton's willingness to innovate and evolve is a tradition which has seen the school thrive for almost six centuries.

The main role of our Language Assistants are to support the work of the Modern Foreign Languages Department.

Our Modern Foreign Languages Department is a large, diverse, inclusive and collegiate department of informed, passionate teachers of modern languages and culture. We all teach across the range of abilities and ages.

You will work closely with pupils of French, individually or in small groups of pupils to help them improve their oral and aural language skills.

You will also support the running of the department, undertaking general administration and exam preparation, and supporting the

work of the Modern Foreign Language Masters as required.

Today's school is a progressive and increasingly diverse community. Inclusivity, individual student development and innovation in teaching and learning are our guiding principles.

We are a modern, forward-thinking school, always seeking to work at the forefront of developments in teaching and learning. The Tony Little Centre for Innovation and Research in Learning (CIRL) is a dedicated centre that allows the school to work alongside partners to explore the latest pedagogical research findings and new technologies and to conduct research projects.



# LIFE AT ETON COLLEGE

# 02

Life at Eton is rich, varied, exciting, challenging and immensely rewarding – for pupils and staff alike.

The school was founded by Henry VI in 1440, and is today the largest boys' boarding school in the UK. In keeping with the charitable intentions of our founder, we welcome pupils from all backgrounds. This year pupils joined us from over 120 different schools from across the country. 10% of pupils come from overseas.

Academic standards are high: over 90 % A\*/A passes at GCSE, and over 95% A\*/A/B passes at A-level or Pre-U equivalent.

Individual development and personal achievement are as important as academic results. Our diverse and busy co-curricular programme enables pupils to identify and develop skills and strengths through a huge variety of activities – from sports to music to theatre.

Games are central to Eton's curriculum, not just because pupils enjoy them, but because they help to develop many of the qualities in which the school believes.

The range of sports available is wide and includes football, rugby, hockey, cricket, rowing, athletics, squash, rackets and fives.

On some match days, there may be as many as 50 games and more than 40 teams playing. Our aim is to offer opportunities for every student to take part in and learn through sport.

Music thrives at Eton. A very generous building programme has doubled the size and scope of the music department in recent years. There are currently 123 Music Scholars and Exhibitioners and more than 1,300 music lessons are taught each week.

In the creative and performing arts, pupils participate in over 20 theatrical productions each year, and Eton productions regularly appear at the Edinburgh Fringe Festival.

## CARING FOR OUR PUPILS

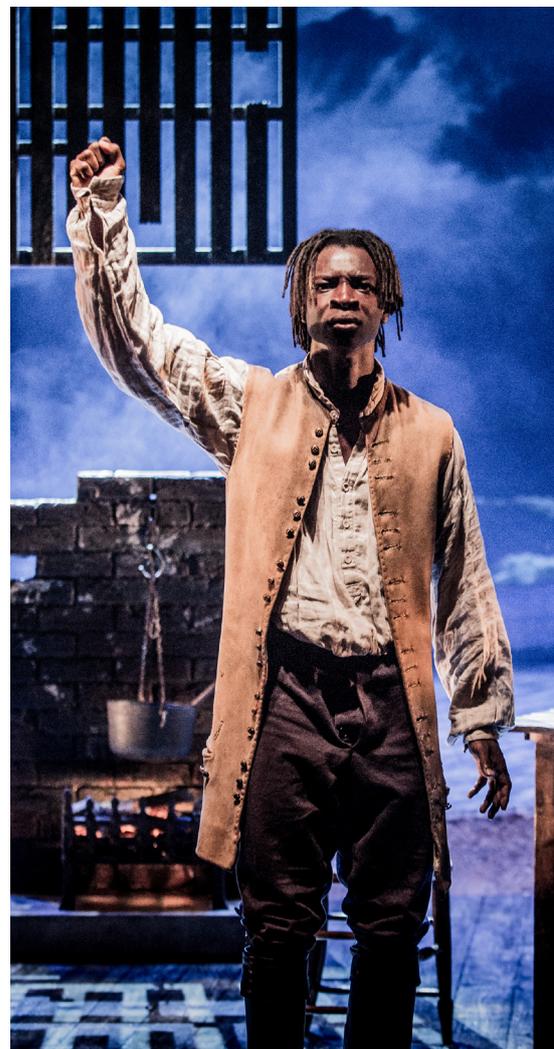
The school provides outstanding pastoral care for pupils. We are a full boarding school with 25 boarding houses, each home to around 55 pupils aged 13-18. The houses are the heart of life at Eton.

Each house is run by a dedicated team, including a House Master and Dame who live onsite and a team of support staff. Each house is also supported by teaching staff members, who carry out regular evening duties as a House Assistant.

Pupils are also tutored in small groups by a dedicated Tutor, who meets with them regularly and takes an interest in their academic progress and wellbeing.

We care about the individual and pride ourselves on the warmth of a community in which all our pupils feel valued.

SIMON HENDERSON | HEAD MASTER



# 03

## CANDIDATES



We are looking for suitably qualified candidates from all backgrounds.

### ABOUT YOU

You will :

- have a passion to advocate for your language and the ability to communicate with, enthuse and motivate young people.
- have your own record of academic engagement and achievement will be outstanding.
- be excited to join a high-achieving and reflective academic culture.
- embrace innovation in teaching and learning and be committed to your own professional development.
- be positive, forward-looking and collaborative.
- value and embrace life in a full-boarding community.

### SKILLS & COMPETENCIES

- A thorough knowledge of the subject language.
- 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 individual should also be a natural collaborator and team player.
- The ability to work using their own initiative when appropriate, and to take direction.
- Although no prior experience is necessary, the individual must have 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.

We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils. We believe in equal opportunity for everyone, irrespective of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.



# JOB DESCRIPTION

# 04

We value individuality, difference, teamwork and the contribution everyone makes to the life of the school.

## LANGUAGE SESSIONS

- To work with pupils one-to-one or in small groups to help them improve their oral and aural fluency. These sessions are normally 20 minutes long, and approximately 20 hours per week of the Language Assistant's time will be spent working with the students in this way;
- To provide regular feedback to the Head of Language and masters teaching that language; this could, for example, be in the form of weekly progress reports about each pupil;
- To provide feedback to individual pupils 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 pupils at least a week in advance of the sessions with enough time and appropriate guidance (e.g. vocab lists) for them to prepare for the session. Lesson materials may, for example include small articles and pieces of literature;
- 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 pupils whilst they complete the work already prepared by the Master.

## FURTHER ACTIVITIES

- To assist with enlarging and/ or setting up a resource bank on particular topics and subject fields and preparing vocabulary lists;
- Updating existing vocabulary lists within the resource bank;
- Recording audio files and storing them on the resource bank so the pupils have the benefit of hearing a native speaker discuss a particular topic / pronounce a word or phrase etc;
- Attending language societies and assisting the master in running these societies, personally running clubs where appropriate;
- Supervising the preparation of topics for discussions in classes to support the Head of Language;
- Supervising time in the Modern Languages Library;
- With prior agreement from the Head of Language, running language clinics to support the pupils with homework;
- Working with the Summer Schools team to help deliver our Summer Schools' programme;
- Completing general departmental administrative jobs as requested by the department.
- Contribute to the co-curricular life of the school, depending on the specific skills, experience and interests of the successful candidate.

## SUPPORTING EXAMINATIONS

- Acting as an invigilator during examinations (appropriate training will be given);
- To provide assistance to the department during exams, including; sorting papers after exams and helping Masters to collate them;
- Helping to mark papers (e.g. right/ wrong answers and grammar) alongside a clear, set marking scheme;
- To provide assistance to the department during public examinations (GCSE and Pre-U), including;
- Supervising pupils before exams, e.g. during card preparation, ensuring appropriate exam conditions are maintained. NB Appropriate training will be given and the Language Assistant will only supervise pupils studying a different language to the one they support;
- Helping pupils prepare for oral exams with warm up speaking sessions beforehand;
- Patrolling corridors, escorting pupils if necessary, and providing general support and assistance to the invigilators as required.

This list is not exhaustive and is subject to change. The successful candidate will be expected to fulfil any reasonable request made by their Head of Language or Head of Modern Languages.

## FURTHER DETAILS

We believe that all our staff deserve the fullest support in achieving their own potential and unlocking that of their students.

Eton College is a friendly community with a family atmosphere. We are situated in a beautiful Berkshire town that offers excellent local schools and amenities. Historic Windsor is just across the river, and London is easily accessible by rail or motorway.

This is a fixed-term, live-out contract, commencing in September 2023 and ending in August 2025.

You will work approximately 35 hours per week over 6 days (normally Monday to Saturday inclusive); this will include 20 hours assisting with classroom teaching and 15 hours assisting with further activities to support the department. By mutual agreement with the Head of French, Head of Modern Languages and Culture and Deputy Head (Co-Curricular) there is also the opportunity to contribute to the co-curriculum if you wish.

During the 6 week period of Summer Schools, you will work for approximately 35 hours per week. The actual days and hours of work will vary depending on the activities you are performing.

The role works for 40 weeks per year. On top of these working weeks, you are entitled to 5.6 weeks paid holiday, meaning you will be paid for 45.6 weeks in total. The remaining 6.4 weeks are considered unpaid leave.

You are required to take your annual leave during non-term periods, excluding the 3 days before the start of term and the 6 weeks of Summer schools – which normally run from early July to Mid-August, as these are periods you are required to work.

If a bank holiday falls during term time this is considered a normal working day, and you will receive a day's holiday in lieu.

Any offers will also be subject to a number of pre-employment checks that must be satisfactory to the College. These checks will include the applicant making a successful application for a Certificate of Sponsorship that will give the successful applicant permission to enter the UK to take up this post. The Eton College HR department will contact the successful candidates to discuss this further at the relevant time.

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 checks with past employers, an online search and an Enhanced Disclosure from the Disclosure and Barring Service.

The school has a number of benefits of service, including:

- Bike-to-work scheme
- Counselling services
- Eyecare plan
- Free use of sports and leisure facilities
- Discount at local shops and amenities