



SPANISH LANGUAGE ASSISTANT

SEPTEMBER 2022

FULL TIME | TWO YEAR FIXED TERM CONTRACT



ETON
COLLEGE

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SPANISH LANGUAGE ASSISTANT



Be part of a large, collaborative and innovative department committed to enrichment for all its students.

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.

Classroom learning is also enhanced by a culture that promotes independent research and investigation beyond the syllabus. All our teachers and language assistants contribute to the challenging, exciting learning environment to which we expose our students, both within lesson time and beyond.

In Years 9-11, we seek to inspire students and instil the value and importance of modern languages and cultures, aiming to develop skills for effective communication in the target language.

Clear course structures are in place, but, where possible, we encourage teachers and language assistants to play to their own strengths and choose their own

approaches in presenting their cultural and linguistic expertise. This is even more the case in the Sixth Form, where the specifications we offer, allow students to explore a wide cultural range. We enjoy considerable success with Oxbridge entry and run numerous competitions promoting independent cultural study, poetic declamation and drama presentations.

As a Language Assistant at Eton, you will be aligned to a particular language and will work closely with pupils individually or in small groups 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.

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

ETON TODAY

The Eton College of the 21st century is focused on the future while valuing its heritage.

ACCESS

Eton has made places available free of charge since its foundation in 1440 and we remain committed to making an Eton education accessible to talented students from all backgrounds. We offer over £8,000,000 annually in means-tested fee remission as part of our financial aid projects, with 90 students currently attending Eton on free places. For pupils in receipt of 100% bursaries, attending the school can be a life-changing opportunity. We work with specialist organisations such as Royal SpringBoard to provide these transformative experiences.

INNOVATION

Today's school is a forward-thinking and increasingly diverse community. We are 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.

PARTNERSHIP

We work with numerous state schools on activities of mutual benefit as part of the 'Eton Connect' programme, with a particular focus on our enriching partnerships with Holyport College, the London Academy of Excellence, the Thames Valley Learning Partnership and Star Academies. We have offered free self-study EtonX courses as a response to the Coronavirus pandemic, which have been taken up by over 1,000 state-maintained schools in the UK.

Last year we began a ground-breaking partnership with Star Academies to open three new specialist sixth form colleges in the North and Midlands which will be a compelling demonstration of the best in independent / state schools partnerships.

Our partnership programme encompasses a wide range of activities, including; teaching provision, sharing sports facilities with local schools and community groups, student mentoring in numeracy and literacy, a Summer School programme, an annual Community Fair fund-raising for charities, and voluntary service in the local community. We encourage all our people – students and staff alike – to engage actively with service to their local communities.

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CIRL FACTS

- Full-time Researcher-in-Residence
- Dedicated Academic Technologist
- Observation classroom and self-observation tools
- Creative and flexible teaching spaces
- Innovative educational technology
- Publishes Eton Journal for Innovation and Research in Education
- Staff and pupil-led research projects

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



We believe that our pupils learn as much, if not more, outside the classroom as within it.

PASTORAL SUPPORT

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. Around 10% of pupils come from overseas.

The school provides outstanding pastoral care for its pupils. Eton is a 24/7 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 on-site, and a team of support staff. Each house also has a Deputy House Master and two assistants attached to it. Together, they help to ensure that every pupil gets the best out of their time at Eton.

Pupils are also tutored in small groups by a dedicated Tutor, who meets with them regularly, thus ensuring that at least two adults have oversight of each pupil's academic progress and welfare.

THE CO-CURRICULUM

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 outside the classroom, through a wide variety of activities including sports, societies, outdoor education, arts, music and theatre. We are able to deliver this range of experiences and opportunities, because of the skills, experience, and commitment of our teaching staff.

While music and art are delivered by specialist practitioners, there is tremendous scope for our teaching staff to contribute to our vibrant co-curriculum.

"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



BEYOND THE CLASSROOM

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

SPORT

Sport is central to Eton's curriculum, not just because pupils enjoy it, but because it helps to develop many of the qualities in which the school believes. Opportunity is key: pupils play for school teams and in house competitions for all major sports including football, rugby, hockey and cricket, and a broad array of other sports such as fencing, squash, rackets, martial arts and water polo are available. Every pupil is offered a full sporting programme and almost all members of the teaching staff are involved in delivering sport in some form or other.

OUTDOOR EDUCATION

Outdoor education provides opportunities to develop practical skills and offers physical and mental challenges that encourage problem solving, resilience and teamwork. We offer a variety of activities, including mountaineering, climbing, kayaking, channel swimming, and the CCF. The latter is the first continuous school corps of its kind, and is run by a dedicated team of former officers as well as teaching staff, support staff and volunteers.

CLUBS AND SOCIETIES

Often run by students but with the support of teaching staff, there are around 90 clubs and societies. These encompass a wide range of interests and inclusion forums: LGBTQ,

Feminism, Disability and Accessibility Awareness, African and Caribbean, Debating, Model UN to name a few. Pupils also have the opportunity to hear world class speakers - from activists and explorers to sports persons and television personalities, as well as experts in all sorts of academic and professional fields.

DRAMA

There are over 25 theatrical productions each year, including school and house plays directed by members of staff, and independent plays directed by boys. These are staged in a range of superb performance spaces at the school. Productions also regularly appear at the Edinburgh Fringe Festival.

MUSIC

Music thrives at Eton and many pupils join an orchestra, ensemble, choir or rock band. There are currently 122 Music Scholars and Exhibitioners and more than 1,000 music lessons are taught each week by Visiting Music Teachers.

ART

Our Drawing Schools have facilities for painting, drawing, printmaking, computer graphics and digital photography. There are also two purpose-built 3D studios that have facilities for ceramics and sculpture in wood, metal and plaster.

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"When a boy leaves Eton, he will have experience of academic, sporting, dramatic, artistic, musical and, perhaps most importantly, personal growth to look back on."

DAVID GREGG,
DEPUTY HEAD (PASTORAL)





We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity.





We are looking for candidates who will bring new perspectives and skills to enrich the learning of our students inside and outside the classroom.

ABOUT YOU

You will:

- Be an inspiring recent graduate or undergraduate about to finish your studies;
- Have a passion to advocate for your language;
- Have the ability to communicate with, enthuse and motivate young people;
- Will have an outstanding record of academic engagement and achievement and 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;
- As a colleague you will be positive, forward-looking and collaborative;
- Value and embrace life in a full-boarding community and contribute whole-heartedly to all aspects of school life.

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 believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.

ABOUT THE ROLE

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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.

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 the Head Master or their Head of Department.

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

WORKING PATTERN

This is a fixed-term, live-out contract, commencing in September 2022 and ending in August 2024, offering £22,344 per annum.

During school term time you will work 6 days per week (Monday to Saturday inclusive), and approximately 35 hours per week. The actual hours of work will vary depending on the activities you are performing.

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 three days after the end 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.

WORKING AT ETON

All members of our community are encouraged to participate fully in the life of the school and to enjoy the beautiful grounds and facilities. Windsor is just across the river, with a tangle of pretty lanes, chic shopping streets, green spaces, an ancient castle and picturesque tea shops. There is plenty to see and do. Windsor hosts the oldest and largest inhabited castle in the world as well as one of Britain's oldest and most prestigious repertory theatres. 20 miles of beautiful and historic waterway meanders through the Royal Borough of Windsor and Maidenhead, leaving historic villages and iconic attractions waiting to be discovered, such as the Stanley Spencer Gallery in Cookham, Windsor Guildhall, Maidenhead Heritage Centre and LEGOLAND Windsor. Central London is also easily accessible by rail or motorway.

The school has a generous salary scale and benefits of service, including:

- Generous Pension Scheme
- Bike-to-work scheme
- Counselling and legal advice services
- Eyecare plan
- Free use of sports and leisure facilities, including: 25m indoor swimming pool, gym, tennis courts, squash courts and Dorney Rowing Lake
- Discount at local shops and amenities
- Subsidised Masters' Common Room

YOUR APPLICATION

To discuss the role, please contact the Head of Spanish, Mercedes Porcel m.porcel@etoncollege.org.uk

We are looking for outstanding individuals who can bring new life experiences and skills that will inspire and motivate our community. We believe in collaboration, encouraging innovation and sharing best practice to offer a transformative education to all our pupils. If you share our holistic vision of education and are keen to embrace the challenges and rewards of life in a full-boarding school, we'd love to hear from you.

Please apply online at [jobsearch.etoncollege.com](https://www.jobsearch.etoncollege.com).

Please ensure that you fill out your personal details, career history and reference details in full as part of your online candidate profile, in addition to completing the application form for the post in its entirety.

We will also require the names and contact details of two referees, at least one of whom is a current employer. You must ensure your referees can provide references shortly after you apply for this role. We cannot accept testimonials.

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.

Closing date for applications: Thursday 21st April

Interviews: Week Commencing Monday 2nd May 2022

Start date in post: September 2022

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 and an Enhanced Disclosure from the Disclosure and Barring Service. 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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If you have any queries about the application process or any problem with submitting your application online, the Recruitment Team will be happy to help. Should you require any reasonable adjustments to be made or facilities provided to enable you to apply online, please do not hesitate to contact us on recruitment@etoncollege.org.uk so we can make adjustments accordingly.