CHRIST'S HOSPITAL

A SCHOOL LIKE NO OTHER

MANDARIN LANGUAGE ASSISTANT	
JOB DESCRIPTION	
Responsible to	Head of Mandarin
Due to commence	September 2026
Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	

Role Purpose

The purpose of the Mandarin Language Assistant role at Christ's Hospital is to support the Mandarin Department in delivering high-quality language teaching and enriching pupils' linguistic confidence and cultural understanding. Pupils are offered Mandarin IGCSE and Chinese A-Level. The successful candidate will give conversation lessons to small-groups, one-to-one speaking sessions, assisting in lessons, and contributing to departmental activities such as clubs and broader curricular events. In addition, the role supports the wider life of this busy boarding school through pastoral involvement in a boarding house, participation in co-curricular programmes, and collaboration with teaching and pastoral staff across departments. At its core, the role ensures pupils receive personalised, engaging language support while contributing positively to the school community and its ethos.

The Successful Applicant

- A fluent (native level) Mandarin speaker with a degree in Modern Languages, Literature, Linguistics or a related field.
- Experienced in language teaching and confident working with students of all ages and abilities.
- Knowledgeable about AQA GCSE and A-Level Mandarin speaking exam formats, or willing to learn quickly would be an advantage.
- Enthusiastic, dynamic, and imaginative, with a genuine passion for supporting young people.

- Ready to take an active role in pastoral duties within a boarding house and contribute fully to the school's co-curricular life.
- A strong team player who demonstrates professionalism including punctuality, reliability, and excellent communication skills.
- Committed to maintaining high safeguarding and welfare standards.

The Position

The Mandarin Language Assistant plays a key role in enriching pupils' spoken Mandarin as well as supporting the smooth running of the department and wider school community. Alongside delivering engaging oral practice and contributing to cultural activities, the assistant helps create learning resources that enhance lessons and support student progress. The role also involves carrying out essential administrative tasks that keep departmental and exam-related processes running efficiently. Beyond academic responsibilities, the assistant is an active member of boarding life, helping with duties in the house, supporting the pastoral team, and being present at mealtimes when required to help supervise and engage with students. This combination of academic, organisational, and pastoral involvement makes the position a varied and integral part of the school's day-to-day life.

Key Responsibilities/Accountabilities (include, but not limited to)

- Plan and deliver speaking sessions to small groups and individual pupils
- Promote the study of Mandarin amongst pupils at all levels
- Lead extracurricular activities within the Mandarin department (e.g., Film Club)
- Assist teachers during formal lessons, supported prep sessions, and speaking exam periods
- Contribute to pastoral and co-curricular programmes, including duties in a boarding house and form tutoring
- Create resources to support teaching and learning across the department
- Complete administrative tasks connected to lessons, broader curricular activities, and exam preparation
- To aid in exam marketing at exam time if required
- To keep records of each pupil's progress in conversation lessons
- Lead extracurricular activities within the department: Mandarin club

Other Responsibilities

- Support sports or other co-curricular activities as part of wider involvement in school life
- Assist during mealtimes or additional boarding-house duties as part of the tutor team

Person Specification (indicative)

This job description may be reviewed and amended to reflect the evolving needs of the School.

Essential

- Fluent, native, speaker of Mandarin with excellent spoken and written communication.
- Enthusiasm for working with young people and supporting their academic and personal development.
- Ability to lead engaging speaking sessions and build students' confidence.
- Willingness to contribute to pastoral duties, including boarding-house responsibilities and mealtime supervision.
- Strong organisational skills, with the ability to handle administrative tasks reliably.
- A collaborative, flexible attitude and the ability to work well within a team.
- Commitment to safeguarding, professional conduct, and the welfare of students.

Desirable

- Experience teaching or supporting learners of different ages and abilities.
- Familiarity with AQA GCSE and A-Level Mandarin speaking exam formats.
- Experience creating educational resources for language learning.
- Previous involvement in co-curricular activities, such as clubs, sports, or enrichment events.
- Experience living or working in a boarding school environment.

Qualifications

- Degree in Modern Languages or a closely related discipline.
- Additional training or experience in language teaching or education (desirable).
- Evidence of continued professional development (desirable).

Skills & Abilities

- Ability to deliver effective and engaging oral practice to individuals and small groups.
- Strong interpersonal skills and the ability to build rapport with students and colleagues.
- Creativity in developing teaching materials and contributing to departmental activities.
- Reliability in meeting deadlines and completing administrative duties.
- Capacity to adapt to the varied demands of a busy boarding school environment.
- Confidence to support wider school life, including extracurricular and pastoral responsibilities.

Terms and Conditions

This is a fixed term position cover the 2026-2027 academic year. The full time salary for this role is c. £18,000 per annum, paid in monthly instalments over that period. The successful applicant will be provided with accommodation in either a one room flat or with their own room in a shared dwelling free of charge and including utilities.

Other benefits include reduced-cost membership of our sports centre, free lunches and other refreshments and discounted theatre and concert tickets for public events held in the CH theatre.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Christs Hospital is committed to safeguarding and promoting the welfare of children and young people. All new staff appointments are subject to the satisfactory completion of pre-employment checks, including completion of the School's job application form, receipt of satisfactory references including one from the current employer, a clear enhanced disclosure and barring service [DBS] check, receipt of overseas criminal records check, where the applicant has resided outside of the UK for three months or more in the past 5 years, online searches to check suitability to work in an environment with children, verification of qualifications, and medical check with our occupational health advisors which confirms fitness to teach and carry out the duties of the role.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our student intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils