



Royal
Russell



Language Assistant

To start as soon as possible

Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Language Assistant

We are looking for a dedicated **Language Assistant** to assist the pupils of Modern Foreign languages with their speaking skills; support bilingual pupils in their fluency; and to assist the department with administrative tasks. You would also support the MFL department in bringing Spanish culture to life through engaging lessons, trips and a variety of cultural activities.

The salary will be £15,021 per annum.

The hours are 15 per week, term time only. This is made up of 12 hours of pupil support and 3 hours of administration to support the needs of the MFL department.

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Monday, 1st September 2025.

Interviews will be held shortly after.

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.



Key Responsibilities

Purpose of Job: To assist the pupils of Modern Foreign languages with their speaking skills, support bilingual pupils in their fluency and to assist the department with administrative tasks. To support the MFL department in bringing French/Spanish culture to life through engaging lessons, trips and a variety of cultural activities.

Main Duties and responsibilities:

- Supports the teaching of French/Spanish at all levels by helping pupils develop their oral fluency
- Helps pupils prepare for the speaking test at GCSE by taking small groups out of lessons for oral practice and conversation lessons, speaking only French/Spanish in those lessons
- Liaises with Head of MFL and teachers to ascertain conversation content and topics being taught in order to prepare for conversation lessons
- Prepares conversation lessons that challenges pupils to speak about a variety of topics
- Organises and delivers a timetable for speaking classes for 6th Form pupils of French/Spanish A level, so that pupils are seen either individually or in pairs outside of lessons and are prepared for the speaking part of public examinations
- Monitors attendance at oral classes, reporting absences to the Head of MFL and relevant tutors
- Gives feedback to the Head of MFL and teachers on progress when requested
- Provides extra support to pupils who might be struggling in French/Spanish as directed by the Head of MFL
- Together with the other Language Assistants produces suitable displays for the MFL department, ensuring they are kept up-to-date and regularly refreshed (pupils' work, news items and articles of interest etc)
- Supports the teaching of French/Spanish by finding and collating interesting authentic language resources
- Supports Year 7, 8 and 9 classes with their speaking skills
- Supports bilingual pupils with conversation, cultural knowledge and all-round fluency by providing resources to complete in lessons
- Helps with extra-curricular activities organised by the department (trips, clubs, Open Morning displays) and accompanies pupils and teachers on trips and excursions where appropriate
- Brings up-to-date cultural knowledge of French/Spanish-speaking countries into lessons so that pupils are inspired with of love of language and learning/speaking a foreign language
- Assist in preparation of and development of resources for lessons including research into articles for conversation etc
- Completes various administrative tasks (photocopying, filing, recording spoken text etc)
- Assist in conducting, recording and marking public oral examinations when conversation lessons are off-timetable, and gives feedback via marks/written comments on pupils to the Examinations Officer.
- Where permitted, assists in the correction of written work during conversation lessons as part of their preparation for oral exams
- Undertakes other duties commensurate with role as requested by Head of MFL



General responsibilities

- Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Attends Royal Russell Day and Open Day as required.
- Displays correct staff identification at all times whilst on site.
- Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carries out any other reasonable duties as requested by the Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification

Experience:

- Experienced in assisting pupils to develop their oral fluency in their language of study
- Working with young people ideally in an education environment
- Experience in working as a Language Assistant (desirable)

Qualifications:

- Secondary school qualification in French/Spanish (Baccalaureate, IB, A level or equivalent)
- Degree/postgraduate qualification in either French/Spanish or in another related subject from a university in a French/Spanish speaking country (desirable).

Skills, knowledge and abilities:

- Native level fluency including idiom
- Excellent written skills in target language
- Excellent knowledge of grammar
- Interest in literature and film
- Has a clear understanding of the requirements of each speaking exam, and is familiar with the specification requirements for GCSE and A level
- Excellent communication skills, written and oral in English
- Team player, willing to pitch in and support colleagues
- Able to work independently
- Flexible approach to hours
- Willingness to contribute to the wider life of the department through helping with cultural clubs and activities
- Empathetic, able to support and encourage less confident pupils



Pastoral and General Responsibilities

Ensure the safety and well-being of children and young people at the School by complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times and taking appropriate action where necessary

Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils, and visitors

Comply with the Staff Code of Conduct

Be a House Tutor with responsibility for a group of pupils as directed, taking registration, ensuring full attendance at lessons and participation in all aspects of School life and promoting the general progress and well-being of the tutor group

Create a positive culture of pupil welfare and behaviour including taking an active role in pastoral matters

Willingness to participate in the School Wellbeing Department programme

Model high standards of dress, attendance and punctuality when on the school premises and in authorised school activities off site

Actively support and participate in the co-curricular programme of the School

Supervise pupils as detailed in the Staff Supervision Rota

Supervise one Saturday Detention (half-day) each year

Attend and support evening events and activities within the annual calendar

Attend and contribute to Royal Russell Day, held annually on a Saturday

Attend and contribute to Open Day, held annually on a Saturday

Attend all training and staff INSET sessions organised by the School

Carry out any other duties as requested by the Headmaster or members of the School Leadership Team



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave (plus Bank Holidays)
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1** Car Park
- 2** Reception / Headmaster's Study
- 3** Junior School
- 4** Early Years Centre
- 5** Performing Arts Centre / Auditorium
- 6** Dining Hall / Café
- 7** Chapel
- 8** Great Hall
- 9** Chapel Quad
- 10** Lime Tree Quad
- 11** Aston Webb Building
- 12** Library / Sixth Form Study Centre
- 13** Health & Wellbeing Centre
- 14** Science Block

Sports Facilities

- 15** Swimming Pool
- 16** Sports Hall
- 17** Top Pitch
- 18** The Paddock
- 19** Netball Courts
- 20** North Pitch
- 21** Astroturf Pitch
- 22** MUGA (Multi-Use Games Area)
- 23** West Pitch
- 24** Pavilion

Boarding / Houses

- 25** Buchanan / Reade
- 26** Cambridge
- 27** Hollenden
- 28** Keable
- 29** Latessa
- 30** Madden
- 31** Oxford
- 32** Queen's
- 33** St Andrew's



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www.royalrussell.co.uk

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