



JOB DESCRIPTION

CHINESE LANGUAGE ASSISTANT

The Department

The study of a modern foreign language is a compulsory requirement for all pupils at Christ's Hospital and Mandarin is amongst one of the most popular choices in our school, with pupils offered Mandarin IGCSE and Chinese A-level. Our department comprises the Head of Mandarin, one full time teacher, one or two other full time MFL teachers who teach some Mandarin. The Head of Mandarin and full time Mandarin teacher are native speakers.

RESPONSIBLE TO: Head of Mandarin

1. SUMMARY OF MAIN RESPONSIBILITIES

- To assist with the teaching of Chinese throughout the department and to give conversation lessons to individual students or small groups of students, as indicated by the subject teacher.

2. SPECIFIC RESPONSIBILITIES

- To promote the study of Mandarin amongst students at all levels.
- To deliver speaking sessions to small groups and individual pupils
- To aid in exam marking at exam time if required.
- To assist other teachers within the department with some of our formal lessons, supported prep sessions and during all the Oral Exam seasons
- To keep records of each student's progress in conversation lessons.
- To correct any work that has been produced during, or as a follow up to a conversation lessons.
- To conduct individual speaking tests with students if requested to do so.
- To assist the subject teachers in the running of a language activity.
- To assist subject teachers in producing and maintaining classroom displays to reflect the nature of the subject.
- To attend departmental meetings.
- To assist with the preparation of resource material, as indicated by the subject teacher.
- To accompany language teachers on foreign visits and exchanges, as well as cinema and theatre trips if requested.
- Leading extracurricular activities within the department: Mandarin Club
- Involvement in the school's pastoral and broader-curricular programmes is required. This will include being duties in one of the boarding houses, being a form tutor and undertaking and allocation of activities in the broader curricular programme over the year

PROFESSIONAL STANDARDS

- To conduct themselves as a member of staff, and to be aware of the example they should set to pupils.
- To arrive in class promptly.

- To familiarise themselves with the School and Departmental policies including Safeguarding and Health and Safety.
- To have a completed DBS check.

4. ADDITIONAL RESPONSIBILITIES

Foreign Language Assistants may have additional pastoral, sporting and extracurricular activities. These will be confirmed after discussion between the Language Assistant, subject teacher, HoD and SLT in line with visa requirements.

THE SCHOOL

King Edward VI founded Christ's Hospital in 1552 to take the poor children from the streets of London and provide shelter and education for them. Throughout over 460 years of social and economic change, Christ's Hospital has remained true to its founding principles. It now provides high quality boarding education for children who, but for Christ's Hospital, would not have the chances in life that their potential deserves.

When Christ's Hospital was founded, boys and girls were based in what had been the Grey Friars' Priory in Newgate Street, but the girls and some of the younger boys were relocated to Hertford in the 17th Century. The boys at the Newgate campus were moved to the Horsham site in 1902 and were joined here by the girls in 1985. Christ's Hospital retains strong links with the City of London and many City Livery Companies provide financial support to students at the School. The School retains many of its ancient traditions, including the everyday use of its unique Tudor uniform, known as 'Housey' and Band Parade three days a week.

Nearly 900 students are enrolled at Christ's Hospital for the 2023-24 academic year with a 50/50 mix of boys and girls. All are boarders apart from a small number of staff children and day students. The main intake each year is at Year 7 (11 years of age) with a small number joining at Year 9 (13+) and 40 to 45 new students joining in the Sixth Form. A balanced student population is a feature of the School, and we admit children from a wide range of backgrounds. Our selection is based on academic ability, talent in some combination of music, art, drama and sport and the potential to benefit from a first class boarding education. However, the overriding principle of the admissions process is to help those with need, whether that need be financial, familial or educational.

The School offers a traditional academic education and our expectations of students are high. We achieve excellent standards, with 90% of students gaining places at Oxbridge, Russell Group universities, art colleges or music conservatoires.

Currently, over 60% of the cost of running the School is funded by Christ's Hospital's charitable Foundation, with the balance coming from grants from a variety of sources and from fees. Around 75% of students receive bursary support; 13% pay no fees at all and just over 20% pay full fees. The resultant mix of students is refreshingly down to earth and there is a strong desire to make the most of the opportunities on offer at Christ's Hospital.

The school has a proud tradition of sporting achievement and runs an active and successful broader curricular programme which includes CCF and the Duke of Edinburgh Award Scheme. Music is outstanding and in addition to the Marching Band, there is a large and impressive Chapel Choir, plus various orchestras, classical ensembles and jazz groups. Drama flourishes with regular productions in the purpose-built 600 seat theatre and the Art School produces work of unusual quality.

The lesson timetable is spread across six days, with four lessons on Saturday morning. Students have three Activity for Life sessions each week including Saturday. The school works on a three weekly cycle, with a leave weekend or longer break at the end of every three

week period. All staff are expected to contribute to the busy broader curricular programme throughout the year and day staff are required to help out in a boarding house for one evening each week. Graduates may also be expected to cover in other boarding houses to cover for staff absence and support in boarding houses during leaving weekends (max 2 per year) for groups of international students for which additional pay will be given.

THE SUCCESSFUL APPLICANT

The successful applicant will be a versatile, dynamic and imaginative graduate. They will have an enthusiasm for working with young people and for facilitating our mission to offer a broad and excellent education to pupils from all backgrounds. In particular, this should enable our pupils to compete effectively with their peers for opportunities in further education.

Essential skills/qualities

- Educated to degree level
- Fluent/native speaker of Mandarin
- Excellent spoken and written English
- Evidence of teamwork
- Interest in working successfully with young people aged 11 to 18
- Able to set and model high expectations for learning and behaviour
- Able to uphold the ethos, policies etc. of the school
- Able to develop and share resources
- Clear evidence of a willingness and ability to participate positively and fully in the whole life and work of the school including broader curriculum, pastoral and ceremonial aspects
- Ability to respond flexibly and adapt to changing and challenging circumstances
- Effective time management skills.
- Resilient and able to meet deadlines
- Personable and able to work well with a diverse range of personalities and people with differing experience
- Able to offer help/support to others and open to accepting help.
- Hold or be able to obtain an appropriate visa for working in the UK for a 12 month period from August 2025 – July 2026 (e.g. graduate visa). Please note, the school does not hold a sponsorship license and this position does not meet the requirements of a Skilled Worker visa

Desirable skills/qualities

- Prior experience of working successfully with young people ages 11 to 18
- Prior experience of tutoring, mentoring and/or coaching
- Prior experience in language teaching to students of all levels
- Some knowledge of Cantonese
- Knowledge of the oral exam formats for the IGCSE programme would be an advantage

The above will be evidenced by a variety of means including: application form; letter of application / personal statement; references; interviews; relevant testing; documentation required upon interview and other statutory pre-employment checks.

Equal Opportunities Christ's Hospital is an equal opportunities employer and welcomes applications from all sectors of the community.

SAFEGUARDING, PERSONAL & PROFESSIONAL CONDUCT

All staff are required to follow published statutory guidance and the School's Child Protection and Safeguarding Policy at all times and to share in the corporate commitment to promoting the safety and welfare of students.

In addition to a thorough understanding of safeguarding procedures, staff are expected to demonstrate consistently high standards of personal and professional conduct. We will require evidence of your:

- Eligibility to work in the UK
- Full understanding of safeguarding requirements and how teachers promote the welfare of children
- Commitment to implementing whole school/staff policies relating to the safeguarding of children

We must be able to obtain satisfactory:

- Enhanced DBS
- validated references
- fitness for work
- overseas police checks (where applicable)

REMUNERATION

Salary c. £15,300 for the year. The successful applicant will be provided with single person accommodation in either a one room flat or with their own room in a shared dwelling free of charge and including utilities. Laundry and, while on duty, meals in the Dining Hall or Common Room will be provided free of charge during term time only. Accommodation is available through the school holidays if desired.