



THE  
KING'S SCHOOL  
CANTERBURY

**JOB DESCRIPTION: Mandarin Language Assistant**

**REPORTING TO:** Head of Mandarin

**PURPOSE OF JOB:**

The King's School Mandarin Department is looking to appoint a talented and inspiring Mandarin Language Assistant who is passionate about Mandarin and dedicated to maximising student outcomes.

The King's School has a strongly academic curriculum that is continually adapting to the changing demands of modern education. With almost all pupils going on to university, there is an emphasis on scholarly excellence, but through regular monitoring of academic progress and educational support for those experiencing difficulties with their learning, the aim is to enable every individual to make the most of their abilities and to fulfil their potential. There is a strong sense of community in what is a mainly boarding school. The King's School is a very special place where opportunities abound and individuals matter. Our community is lively and creative, where everyone can grow up safely and securely and where individuals enjoy the success of others as much as they enjoy their own triumphs. King's is a happy and vibrant school, in which the energy and spirit of the pupils match the exceptional environment.

The hours for this post will vary depending on pupil numbers, but usually average approximately 15 hours a week, and the post involves leading individual and group conversation classes at A Level (Lower and Upper Sixth form) and GCSE, working closely with students to help develop their language skills, knowledge, cultural capital, and fluency. There is also the opportunity to support bilingual Mandarin students looking to extend their cultural knowledge, and to work towards examinations. The Mandarin language assistant will work closely with classroom teachers to help pupils prepare for public examinations, focusing chiefly on the speaking component.

Languages play an integral role at King's, with a healthy uptake at GCSE and A Level. Our pupils aim for academic excellence and the language assistants play a vital role in preparing them for their examinations, as well as developing their fluency and love for the language.

**KEY RESPONSIBILITIES:**

1. To prepare and deliver conversation lessons according to the timetable drawn up in consultation with the individual Heads of Department.
2. To encourage a love of language learning with pupils.
3. To provide regular feed-back on pupil progress.
4. To help with internal oral examination marking.
5. To play an active role in the life of the Department's clubs, societies and trips.
6. To help bilingual pupils prepare for UK public examinations.
7. To assist pupils studying A Level languages with research for cultural topics.
8. To report pupil absences.

## **GENERAL RESPONSIBILITIES:**

- To uphold and promote the values and ethos of The King's School, contributing positively to the school's inclusive, respectful, and academically ambitious environment.
- To build positive and professional relationships with pupils, promoting mutual respect and maintaining appropriate boundaries at all times.
- To foster a safe and supportive learning environment in which all pupils feel confident to participate, make mistakes, and grow in confidence and fluency.
- To demonstrate high expectations of pupil conduct and to support the school's behaviour policies by modelling respectful, responsible behaviour in all interactions.
- To collaborate effectively with teaching staff, following their guidance on lesson content, feedback, and examination preparation.
- To maintain accurate records of pupil attendance and engagement, reporting any concerns or issues in a timely and appropriate manner.
- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and to uphold all school policies relating to child protection, health and safety, and equal opportunities.
- To show initiative, flexibility, and a proactive approach to supporting pupils' language development, within the agreed structure of the role.
- To reflect on their own practice and take opportunities for professional development offered by the department or school more broadly.

## **WORKING RELATIONSHIPS**

The Mandarin Language Assistant is expected to work in close co-operation with the Head of Mandarin. The Mandarin Language Assistant will also have an effective working relationship with the other members of the language department.

## **CHILD PROTECTION**

The postholder is expected to demonstrate an understanding of and commitment to, the safeguarding and welfare of children and young people. The school has clear safeguarding and Child Protection policies and procedures in place which the postholder must comply with at all times.

July 2025