
SPANISH LANGUAGE ASSISTANT

September 2024



CHARTERHOUSE

CANDIDATE INFORMATION

Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, reading 'Alex Peterken'.

Dr Alex Peterken
Head



About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE CHARTERHOUSE RESPONSIBILITY MORAL COURAGE OPEN-MINDEDNESS KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: *'Deo Dante Dedi'* – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Why Choose Charterhouse

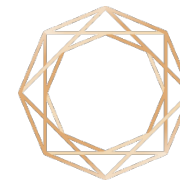
Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.



'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL
TRAINING AWARD
2023

'Crackling with dynamism, this is a place
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023



Language Assistant

Charterhouse seeks to appoint, for September 2024, an inspirational and passionate Language Assistant on a fixed-term basis for one academic year.

This post is a superb opportunity for a native speaker who is a recent graduate or someone considering a career in education at one of the country's finest schools. The successful candidate will show the potential to be an outstanding classroom practitioner and have the ability to communicate and instil a lifelong love of their subject in the next generation. Candidates will wish to play a full and active role in all aspects of school life.

Modern Foreign Languages Department at Charterhouse

The modern languages department team consists of seventeen talented and committed teachers, seven of whom are native speakers. The Spanish department consists of six teachers and is supported by a Language Assistant. The modern languages centre is a state-of-the-art building with an office and fourteen dedicated classrooms each equipped with a desktop, projector and smartboard. Most full-time staff have their own classroom.

Whether we are teaching Fourth Form beginners (Year 9) or an A-level or IB group, we aim to stimulate within our pupils a love of language learning and foreign cultures in general. Our approach includes outside lectures, visits to see films, plays, exhibitions, as well as trips abroad. There are language societies, including MFL debating societies and interschool competitions for Sixth Form and Year 10 pupils, who organise activities and events throughout the year. In the last three years, our Sixth Form French debating teams qualified twice for the national stage, gaining the sixth and fifth place nationally. The department prides itself on having of a team of dedicated and passionate teachers with a wide variety of skills and interests who work tirelessly to provide our pupils with the necessary tools to become linguistically competent and to develop an insightful understanding of the foreign cultures they study. A healthy number of our Sixth Form students carry on studying languages at university every year.

When joining Charterhouse in the Fourth Form (Year 9), all pupils study French and either German or Spanish. In Remove (Year 10) and in the Fifth Form (Year 11), all pupils study either one or two modern languages for GCSE (AQA specification for French, Spanish and German). In the Sixth Form, pupils can study French, German and Spanish for either A-level (also AQA specification) or the IB and also Italian or Mandarin for the IB diploma programme.



Overall Purpose and Responsibilities

Language Assistants are responsible, through their Head of Department (Head of individual language and Head of MFL) to the Deputy Head (Academic) or Assistant Head (Academic), in turn to the Head for the academic performance, organisation and administration of the teaching to pupils according to a set timetable and curriculum, in addition to the general responsibilities of a teacher within a boarding school environment.

Integral to this is the need to promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society.

Working hours and key teaching responsibilities

- This post is for a minimum of 26 hours of work per week. Normal working hours are term time Monday to Saturday (Mon-Fri from 8.30 am to 4.30pm and, depending on the timetable, on Sat from 8.30 to 1.00pm with a half hour lunch break).
- Teaching small groups of pupils (mainly Sixth Formers) to select, research and prepare appropriate topics for speaking exams in the required foreign language (general discussions, role play, debates, analysis of newspaper/internet articles, helping pupils to prepare short presentations in the required foreign language, helping pupils to prepare their chosen oral examination topic).
- Teaching speaking skills to ensure impressive levels of vocabulary, accurate grammar, correct pronunciation and intonation, leading to high levels of fluency, spontaneity and confidence.
- Helping Sixth Form pupils with essay preparation when required: topical issues, helping with structure and vocabulary/idiom, preparing lists of useful phrases.
- With Under School pupils (Year 9-11), practising conversation/role plays for the (I)GCSE oral examination.
- Developing appropriate teaching resources for all classes taught (select, record, and collate appropriate listening and reading resources from newspapers, magazines, and the Internet).
- Reporting to and liaising with the Head of Language to ensure that appropriate resources are chosen.
- Assessing pupil progress in accordance with departmental and school policies, and liaising with the Head of Department, teachers and tutors to ensure that pupil progression is carefully monitored.

- Promoting the required foreign language and MFL via vibrant displays in teaching rooms, and by contributing to or promoting extra-curricular activities such as themed speaker meetings, clubs/society, weekly debating and book/cinema clubs as well as helping with the both foreign language plays and annual debating competitions.
- Attending and contributing to departmental meetings.
- Meeting the needs of students with Special Educational Needs as well as offering guidance to gifted and talented pupils.
- Offering guidance for the supplementary personal study (reading, cinema, art, theatre or research for any other subject related project).

Profile of Candidate

Experience

- Native speaker of the required culture(s)/language and interest in current affairs of the relevant foreign societies.
- Some awareness of the curriculum relating to (I)GCSE and A-level Languages
- Some awareness of differentiated teaching to take account of varying ability levels, prior knowledge, baseline data, and any relevant learning support issues.

Qualifications

- Degree level (or equivalent) education.
- Native speaker of the target language required.

Skills

- Confident and accurate oral and written ability in the required foreign language.
- Proven communication and interpersonal skills
- High level of literacy, attention to detail and ability to use initiative
- Committed to continual personal and professional development
- High order administrative skills, effectively manages commitments and deadlines
- ICT competence and willingness to learn and use new technologies,

notably for the use of interactive boards (training will be provided by HoD).

- Works collaboratively and supportively with colleagues.

Person Specification

- A capacity to inspire pupils of all abilities, helping pupils to make progress in oral language skills.
- Energy and commitment.
- Confidence, tenacity, flexibility and adaptability.
- Ability to work constructively in partnership with MFL teachers, and also able to work independently.
- Empathy for pupils, parents, staff and the wider community.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- A sense of humour and can-do attitude.

School Duties

- Subject to the agreement of the Head of Modern Languages, the assistant will provide cover for teachers in the modern languages department only.
- The assistant is not expected to act as an invigilator for public exams, except for GCSE oral candidates (all languages). He/she may be required to invigilate internal exams, but only with the agreement of the Head of Modern Languages.

Pastoral Duties

During term time the Employee will work at the School and at such other places as may be reasonably required. The Employee shall work in conjunction with the Housemaster/Housemistress of the Boarding House in which they reside.

As a Language Assistant, the Employee will be required to work a rota assuming that the Language Assistant is able to also undertake overnight duties where accommodation is available. These duties may be adjusted by mutual agreement between the Head of House and Assistant (within the bounds of equitable responsibilities across Houses) but the minimum framework is laid out below:

Option 1 – applicable if the assistant is employed as a Resident Tutor in a Boarding House:

- Do one evening House duty per week
- Do two overnight 'on calls' per week
- Do three weekends (Sat 17:00-Mon 08:20) per year as the duty adult in the boarding house
- Be part of the whole-school duty rota
- Provide tutoring to a group of pupils within the House

Option 2 – applicable if the assistant is not a resident in a boarding house:

- Do two evening duties per week (These duties may take place in different houses).
- Be part of the whole-school duty rota
- Provide tutoring to a group of pupils within one of the houses in which duties are undertaken

The school will mutually agree with the assistant as to which option will apply.

Co-curricular Duties

- The assistant is invited to participate as fully as possible in the life of the School. Any participation in co-curricular activities should be agreed with the Head of Modern Languages.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

Additional Employment Benefits

- Accommodation: will be provided, which will be furnished with basic furnishings and for which the Employee will be required to sign a Service Occupancy Agreement in the form presented by the School.
- Board: provided with meals via the school dining rooms during school terms.

This is a one-year post with the potential to extend to a maximum of two years upon review.





Application Process

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

[Visit our website – Employment Opportunities](#)

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If candidates would like an informal conversation before applying, Pierre Pillet (Head of Modern Foreign Languages) would be very happy to talk with you. Please contact him by email (pxp@charterhouse.org.uk) to arrange a mutually convenient time.

Closing date for applications is 12 noon on Monday 15th April 2024
Interviews will be held shortly after the closing date.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position

The Charterhouse Campus



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