

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



# Mandarin Foreign Language Assistant

(1 Year Fixed Term Contract / Term Time Only)

*From September 2024*







## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2022. The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our

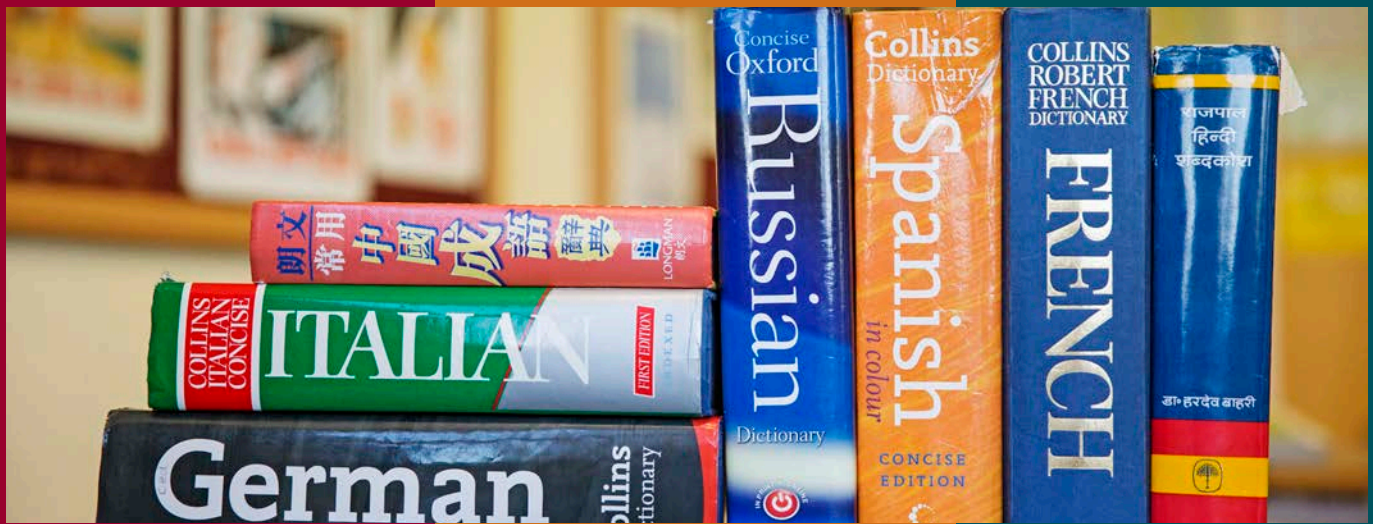
performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house is currently under construction and due to open in 2024.



## Modern Languages Department

The Modern Languages team is large, energetic and ambitious. A diverse range of modern languages is taught: French, German, Mandarin, Russian and Spanish are available to (I)GCSE, and also comprise part of the IB Diploma programme in the Sixth Form, where additional languages are sometimes offered depending on demand, including most commonly Italian. The Heads of the five main curriculum languages work together as a team under the leadership of the Head of Modern Languages, who also acts as the de facto Head of Department for any additional languages taught. There are 22 language teachers and a number of visiting language tutors who offer additional languages teaching to native speakers. We also currently have nine full-time language assistants for French, German, Mandarin, Russian and Spanish.

All students joining the school in Year 7 take one modern language from a choice of French and Spanish. In Year 8 a second modern language is offered from a choice of French, Mandarin, Spanish, Russian or German. All students must take at least one modern language at (I) GCSE at the end of Year 11, and many choose to study two, sometimes in combination with the languages taught by the Classics department.

In the Sixth Form all students take the International Baccalaureate examinations at Higher or Standard Level depending on their background; students' levels range

from Ab Initio right up to native speaker standard (Language A). A language, modern or Classical, is a core requirement within the programme, and the vast majority of our 440 Sixth Formers take a modern language at one of the various levels available to them. Many students opt to study languages at top universities. The presence of almost 200 students with international backgrounds enriches the student body and develops interest in other countries. There are regular university and Oxbridge successes, and several Sevenoaks modern language debating teams have enjoyed the status of national champions in recent years.

The Language departments run a series of exchanges or study trips in seven countries with several partner schools, as well as a range of other enrichment and co-curricular activities. In addition, a full-time Languages secretary and Exchange Co-ordinator helps with the administration of the department.

The Modern Languages team work in their own centrally located section of the school, which comprises of 15 classrooms and a computer suite.

## The Role

The main duty of Language Assistants is to take conversation classes with 6th Form pupils. These will normally be small groups of 2-4 pupils. Assistants should help the students prepare for oral examinations by stimulating





discussion on current affairs, literature, and topics of general interest. The Head of their language will provide them with a scheme of work. The conversation classes will normally occupy between 15 and 18 periods per week. As part of these hours, Assistants may be asked to work with Modern Language teachers with groups of younger pupils, sometimes bilinguals.

In addition, Assistants are expected to contribute to the academic and extra-curricular activities of the Modern Languages Department, such as theatre outings, drama productions and exchanges which take place throughout the year but are particularly heavy in the Summer term. The Assistant will be expected to make full use, in conjunction with Modern Language teachers, of the department's resources.

Assistants are welcome to help occasionally with sports and other extra-curricular activities as well as to assist from time to time with the boarding community.

## Reporting to

Language Assistants are responsible to the Head of Modern Languages, who will agree with them their general teaching programme.

For all day-to-day affairs, the Language Assistant will be responsible to the Head of Mandarin who will advise them on a day-to-day basis and who is there to be consulted, whenever required.

## Main Duties & Responsibilities

- Focus on exam classes in Sixth Form but also work with younger year groups as part of a support programme.
- To create/design the timetable for conversation lesson in 6th form in conjunction with other language assistants.
- Liaise with their Head of Language to support Bi-lingual pupils should support be required to the necessary skills for these pupils to complete IGCSE.
- Contribute to the life of the department by supporting enrichment activities such as lunchtime language clubs and special events such as the 'debating' evening.
- Prepare materials and also help out with departmental work as necessary – you may be asked on occasion to mark some pupils work.
- Feedback pupils' progress to their academic teacher on a regular basis.
- Any other task or activity as reasonably requested by management.
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures.



## Person Specification

### Essential

- The ability to communicate in a Modern Language as a sympathetic native speaker with humour and sensitivity and who has recently been immersed in the culture.
- Expert knowledge of all aspects of language study and the ability to relate this to young people.
- Passion for developing language skills and supporting a global perspective in young people.
- A well organised and resourceful approach to their work and have the ability to meet deadlines.

### Desirable

- Prior experience of providing access to language for pupils aged 11-18.
- Ability to multi-task and manage your own priorities and workload.
- A self-starter who is motivated and shows initiative.
- The ability to develop good working relationships with all members of the School community.
- Be able to communicate well with children and young people.

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Professional attitudes.
- Understanding of safeguarding and promoting the welfare of young people.

## Salary & Hours

This is a term time only role and it is expected you will work 40 hours per week between 9am to 5pm Monday to Friday. As part of the 40 hours per week you would be expected to take up to 18 conversation classes.

The salary is £17,820 pa including holiday (FTE £23,795).

## Benefits

- Free school lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.





- Fee remission policy (terms apply).
- Accommodation provided.
- Paid travel costs to and from the UK.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## Application

**If you wish to be considered for this role, please email a CV and cover letter to:**

**Miss Yin, Head of Mandarin**

**[yxy@sevenoaksschool.org](mailto:yxy@sevenoaksschool.org)**

**The closing date for applications is GMT 23:59 Friday 23 February 2024.**



The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society

and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.