



# Bancroft's School

Woodford Green • Essex • IG8 0RF

[www.bancrofts.org](http://www.bancrofts.org)



Draft Role Profile for the position of  
**Language Assistant**  
To commence September 2017



## CONTENTS

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Background: 1

The Role: 4

Responsibility: 5

The Person: 6

Remuneration: 7

How to Apply: 7



## BACKGROUND

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### The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around a 1000 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.



We have the highest expectations for every child in the school and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.





Public examination results are very strong and place Bancroft's among the top co-educational schools in the country. We are delighted to report that 90% of all A Level exams taken by Bancroftians were graded A\*, A or B, and 67.4% A\* or A compared with the national level of 25.8%. 32.6% of all A-levels sat achieved the top grade of A\*, again significantly higher than the national average which has been around 8% over the past years.

Almost all the leavers go on to Higher Education, with twenty Bancroft's pupils having had their places at either Oxford or Cambridge confirmed.

*Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.*





## Overview of the Modern Foreign Languages Department at Bancroft's School

The Modern Foreign Languages Department currently offers five languages at various levels: French, Spanish, German, Russian and Mandarin. At Key Stage 3, students study German and Spanish in Year 7 followed by a choice of two from German, Spanish and French. In Year 9, students can opt to study Russian as a second modern language alongside one of the core three languages or choose a second core language. We offer all four languages to GCSE level, either following the CIE IGCSE or, in the case of Russian, the Edexcel GCSE course. Currently at A-level we offer Spanish, German and French, all following the AQA specification. We also offer Mandarin as an enrichment course in the Sixth Form.

Our suite of classrooms is on the first floor of the main building, with the departmental office at its centre. This has teacher workstations with computers and photocopying facilities. We have our own language lab adjacent to the office. Each classroom is equipped with a computer, where all our digitalised sound and video files are stored, and a Smart Board. The school provides generously for departmental resources and, as well as coursebooks and related pupil workbooks, we have subscriptions to a range of online resources.



The department has an excellent record of examination results. The percentage of A and A\* grades at GCSE is well above average for similar schools. A-level and Oxbridge success has been similarly impressive over time. We currently have about forty pupils studying A-level languages in the Sixth Form.

The department runs a number of foreign trips and exchanges. Spanish has visits and study trips to Spain and sometimes South America, as well as an exchange with a school in San Sebastián for a week. The Fourth Year Germanists have an exchange with Haßfurt in Bavaria for a week in the early summer. The French Department organises a week's stay in France for senior pupils. Language students and staff may also benefit from a number of foreign trips organised by other departments, notably skiing trips and regular visits to Berlin, Prague and other destinations. We organise theatre trips to London, hold inter-school debating competitions, invite guest speakers and the Onatti theatre group regularly stages productions for our younger pupils.

This is an exciting time of change and expansion for modern languages at Bancroft's, as we seek to build on past success to widen the range of language study available to our pupils. The successful candidate will be supported by a skillful, passionate team of language teachers and a senior management team committed to foreign language education.





## THE ROLE

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The Language Assistant role is primarily to support the language teachers at Key Stages 3, 4 and 5 (aged 11 – 18 years). This includes pronunciation, general conversation, aspects of the target language culture and reinforcement of topics seen in class. The position is fixed term for 10 months, from September to June.

The school hours during term time are from 08:55 am to 15:50 pm, Monday to Friday. The weekly timetable of hours will be agreed with the respective Head of Department and Head of Modern Foreign Languages. During each week, approximately 12 hours of tutoring/classroom assistance will take place, but there will be participation in after-school language sessions, and extra-curricular activities. Salary and any additional hours will be in line with the British Council rate for Outer London (gross) per month and paid each month for the duration of the fixed term contract.

All members of staff must comply with the School's Safeguarding & Welfare Policy and procedures which are posted on the staff intranet. If while carrying out the duties of the post, the Language Assistant becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A Disclosure and Barring Service application at the Enhanced Level is required, and references will be sought on shortlisted candidates prior to interview.

### Reporting Structure

The position reports to the relevant Head of Department and is overseen by the Head of MFL.





## RESPONSIBILITIES/ACCOUNTABILITY

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### Main Duties and Responsibilities

- Prepare and conduct conversation sessions with pupils in small groups on a weekly basis
- Provide teachers with half-termly reports on pupils' progress, as advised by the Head of Department
- Support with Key Stage 3 and 4 pupils (aged 11-16) to enhance their pronunciation and general conversation skills
- Participate and contribute to the promotion of foreign languages throughout the school
- Assist with cultural events or outings organised by the department
- Participate with language clubs during lunchtime and after school sessions
- Help prepare resources for departmental use
- Be responsible for the upkeep of display boards and classroom resources in which he/she teaches
- Undertake other duties within the postholder's capability as may be reasonably requested from time to time
- Participate in the wider life of the school including extra-curricular activities.

### Additional Work Elements

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.
- The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities.
- To carry out such duties that may be reasonably required by your line manager.





## THE PERSON

The ideal candidate will:

	Essential	Desirable	Method of Assessment
<b>Education and Qualifications:</b> <i>(Minimum qualifications needed, relevant experience may be a substitute)</i>	<ul style="list-style-type: none"> <li>Excellent level of English (B2 or above)</li> <li>Hold a degree or be in the final year of a degree, preferably in English</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in English language</li> <li>Teaching qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Experience:</b> <i>(Experience required)</i>	<ul style="list-style-type: none"> <li>Be a native speaker of the required language</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of having worked with young people</li> <li>Previous experience of having worked with teachers</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Previous experience</li> </ul>
<b>Skills &amp; Abilities:</b> <i>(Written/oral communication, dealing with public, team working skills)</i>	<ul style="list-style-type: none"> <li>Ability to prioritise a wide range of duties</li> <li>To be able to multi-task</li> <li>Strong organisational skills</li> <li>Strong communication skills (oral and written)</li> <li>Work under pressure accurately and with attention to detail</li> <li>Team working</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Previous experience</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>Discreet and confidential</li> <li>Reliable and responsible</li> <li>Good time management</li> <li>Hard working and motivated</li> <li>Good interpersonal skills</li> <li>Flexibility</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Previous experience</li> </ul>
<b>Knowledge and Understanding:</b>	<ul style="list-style-type: none"> <li>Microsoft Office: Word, Excel, Powerpoint, and Internet</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding - understanding of child protection</li> <li>iSAMS – training will be given</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Previous experience</li> </ul>





## REMUNERATION

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Salary and any additional hours will be in line with the British Council rate for Outer London (gross) per month and paid each month for the duration of the fixed term contract.

Benefits include membership of pension scheme, and a complimentary lunch is available in the School Dining Hall. The School will provide suitable subsidised rented accommodation in the area.

## HOW TO APPLY

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An application form is available to download from the School website, [www.bancrofts.org](http://www.bancrofts.org), or by emailing [recruitment@bancrofts.org](mailto:recruitment@bancrofts.org)

The closing date will be advertised on our website once a suitable number of candidates have applied. Please visit our website for updates on this.

Interviews will take place by arrangement with the Head of Language.

***Bancroft's School is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

