

Bancroft's

Independent Co-educational Day School 7-18



RUSSIAN LANGUAGE ASSISTANT – BANCROFT'S SCHOOL

Academic year September 2022 to June 2023

Bancroft's School is one of London's leading independent academic co-educational day schools, with 840 pupils aged between 11 and 18. It is situated on the edges of North East London and Epping Forest, with easy access to the countryside and only 20 minutes from central London by public transport. This is an exciting opportunity to work in a forward looking school, promoting a diverse and inclusive community, a place where we can all be ourselves and succeed on merit.

Responsibilities

- Prepare and conduct conversation sessions with pupils in small groups on a weekly basis
- Provide teachers with a half-termly report on pupils' progress, as advised by the Head of Russian
- Support pupils aged 11-18 to enhance their pronunciation and general conversation skills in conversation lessons
- Support younger students by sharing culture and language during class time and beyond
- Assist the Head of Russian to prepare resources for departmental use
- Be responsible for the upkeep of display boards and resources in the Languages Department
- Participate and contribute to the promotion of foreign languages throughout the school
- Assist with cultural events or outings organised by the Russian Department
- Participate with language clubs during lunchtime and after school sessions
- Undertake other duties within the post holder's capability as may be reasonably requested from time to time
- Participate in the wider life of the school including extra-curricular activities

Requirements

- Being a native speaker of Russian with an excellent level of English (B2 or above)
- Holding a degree or being in the final year of a degree, preferably in English with another subject
- Strong organisational and communication skills and ability to work efficiently alongside class teachers
- The ability to work under pressure accurately and with attention to detail
- Reliable, responsible, discreet and confidential
- Interest in and ability to work with young people
- To be open-minded and have a good sense of humour



Bancroft's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors, and volunteers to share this commitment. Successful applicants are required to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service, and will need to provide a certificate of good standing from their respective countries.