

Language Assistant French/German/Spanish

From September 2024 to June 2025



Closing date: 22/04/2024

www.bancrofts.org | hr@bancrofts.org



Being Bancroft's

Located on the border between North-East London and Essex and backing on to Epping Forest, Bancroft's is a co-educational independent day school for around 1200 pupils from 7 to 18.

Our pupils achieve outstanding academic outcomes. In 2023, 68% of our students achieved A*-A at A Level and 74% of all entries were awarded the top grades of 9 or 8 at GCSE.

And yet, we strive to achieve so much more than just results. 'Being Bancroft's' is the name which we give to our holistic approach to developing our pupils. This is a rounded educational framework running through the school which guides pupils to take full advantage of the huge range of different opportunities on offer at the school; whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, we want our pupils to challenge themselves and learn by taking part wholeheartedly in school life. All teachers are expected to contribute to the co-curricular life of the school beyond their subject specialism.

Bancroft's is a warm, forward-looking, modern school; a centre of excellence for the twenty-first century. We have a very diverse intake of pupils, valuing inclusivity of pupils and staff of different ethnicities, religions, sexualities, genders, learning needs and strengths. We value inclusion for all it can bring to each of us at Bancroft's as well as the school as a whole.

Professional development and training are a fundamental part of working at Bancroft's. Our staff are supported and encouraged to continually reflect on their practice; together we want to ensure that each member of staff feels that they are being developed and able to help provide the very best educational and transformative experience for all our pupils.



The Bancroft's Aim

We aim to provide a transformative experience for every child.

The School's Values

Our education is based on six core values: Curiosity, Kindness, Integrity, Courage, Balance and Excellence. We think these values are essential to the wellbeing of every child.



Curiosity

We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression.



Kindness

We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy.



Integrity

We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives.



Courage

We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them.



Balance

We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing.



Excellence

We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future.



The Role

We are looking for 3 enthusiastic language assistants in French, Spanish and German to join our forward-looking Modern Foreign Language Department. This is a fixed term role and the hours for this role are flexible based on the needs of the department and successful candidate.

The Department

The Faculty of Modern Languages is a well-established, lively and successful department comprising twelve teachers and four language assistants. The Head of Languages is supported by separate Subject Heads for French, Spanish and German, which are offered at IGCSE with CIE and A level with AQA. All Year 7 pupils study 2 languages from French, German and Spanish in tandem.

Our suite of classrooms is on the first floor of the main building, with the departmental office at its centre. This has teacher workstations and photocopying facilities. 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 course books and related pupil workbooks, we have subscriptions to a range of online resources, including Active Teach and Kerboodle, which complement our KS3, KS4 and A-level AQA courses. Lower down the school we are using *Studio* for French, *Mira* for Spanish, and *Echo Express* in German.

The department has an excellent record of examination results. The percentage of A and A* grades at A level and grade 9-7 for IGCSE is well above average for similar schools. A-level and Oxbridge success have been similarly impressive over time.



The department runs several foreign trips and exchanges. Spanish offers study trips to Salamanca in year 8 and Granada and other destinations in the 6th form. Our German exchange with Haßfurt in Bavaria has been running for over 40 years and French students are offered a week's stay in Normandy in years 7 and 8 and a study trip to Nice in the Sixth Form.

There is a variety of support, extension and enrichment opportunities for all year groups in all languages. Students in Year 7 and 8 can enter spelling and translation bees in French, German and Spanish. In the 6th form students take part in debating and translation competitions and a Hispanic theatre festival. We organise theatre and cinema trips to London, invite guest speakers from industry to speak to our students about languages and offer the MFL leaders programme to our year 12 students.

This is an exciting time of change 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 find a niche in a group of very friendly and co-operative colleagues.

Key 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 Department.
- 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 Department 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 Language 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.



Person Specification

	Essential	Desirable
Education	Holding a degree or being in the final year of a degree.	Degree is in English with another subject.
Experience	Being a native speaker of French, Spanish or German with an excellent level of English (B2 or above).	Some recent experience working with young people in an educational setting.
Skills	Strong organisational and communication skills and ability to work efficiently alongside class teachers. IT literate.	The ability to work under pressure accurately and with attention to detail.
Personal Qualities	Reliable, responsible, discreet and confidential. Interest in and ability to work with young people.	To be open-minded with a good sense of humour.



Additional Work Information

This job description reflects the major aspects of the role. The successful candidate may be expected to assume some additional responsibilities as reasonably requested by the Head and to demonstrate a commitment to improving and developing the organisation's processes and facilities.

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.

In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

Working at Bancroft's

An attractive salary package is offered, according to experience and expertise.

Bancroft's offers a generous benefits package to all staff, including:

- Competitive salaries
- Optional subsidised private health care
- Commitment to supporting ongoing professional development
- Generous holiday allowance
- Access to school counsellors and the support of a staff wellbeing team
- Use of school gym. Yoga, swimming and Pilates sessions for staff
- Friendly and welcoming common room, which organises regular social events
- Complimentary lunches

There is generous CPD support and staff are encouraged to seek opportunities to develop their skills and expertise either to further their career or to support enjoyment of their role. We also have a staff group working on Diversity and Inclusion and the school is a founding member of the Schools' Inclusion Alliance.



How to Apply

An application form is available to download from the School website or by emailing hr@bancrofts.org.

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment. Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

