



APPOINTMENT OF A

# LANGUAGE ASSISTANT

## SPANISH



SEPTEMBER 2024 – MAY 2025  
FULL TIME TERM TIME



# LANGUAGES

UNLOCK THE WORLD  
WITH LANGUAGES YOU ARE AT HOME  
EVERYWHERE



## HAMPTON SCHOOL

**Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.**

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a good number move on to global top-10 universities; we also support pupils who wish to study at US and Canadian universities, some of whom achieve academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious

grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the School's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



# SPANISH LANGUAGE ASSISTANT

**Hampton School is seeking to appoint a Spanish Language Assistant to join a vibrant and successful department in a happy, high-achieving setting.**

The role of a Language Assistant is a hugely rewarding one and offers the successful candidate the opportunity to become widely involved in the busy life of our exciting School.

The successful applicant will join a large, forward-thinking and high-achieving department which achieves outstanding academic results with many pupils going on to study Modern Languages at university. You must be highly motivated and enthusiastic with a passion for languages and enjoy the challenge of a busy working environment. You should also be able to demonstrate excellent communication and organisational skills combined with a personable, self-motivated, 'can-do' approach.

The position is full time, term time only with working hours 8:30am to 4.30pm. The salary will be commensurate with experience and will be pro-rated to reflect term-term working.

Spanish is taught both as a core subject and as an option from First to Fifth Year (Years 7 – 11).

Pupils' enthusiasm for the study of Spanish is encouraged by imaginative, varied and challenging courses at all levels of the School, up to and including Oxbridge preparation.

Since September 2013, all pupils studying Spanish work towards the Cambridge International Examinations (CIE) IGCSE. Sixth Formers work towards the AQA AS and A2 examinations and have been following the new AQA AS/A2 syllabuses from September 2016.

Our current Spanish textbooks are Zoom 1 and 2 (First to Third Years), Cambridge IGCSE: Spanish Foreign Language (Fourth and Fifth Years) and AQA textbook (to A/AS level).

As a Language Assistant you will work with individuals and small groups for Spanish conversation and the preparation of oral topics. In addition, you shall help run language clubs, prepare pupils for language competitions and assist with speaking assessment





## THE DEPARTMENT

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In the First Year, boys may choose French, German or Spanish as their main language, which they study for five years, at least to IGCSE level. In the Third Year, all boys opt for a second – and in some cases, third – language. French, German and Spanish is available to those who have studied other languages as a main language. Russian and Mandarin Chinese are also offered as an option at this stage and may be continued to IGCSE; Russian and Mandarin may also be continued to A level. Many boys choose to keep up their second and/or third language as an IGCSE option subject for the Fourth and Fifth Years and they achieve very good results.

Our results at (I)GCSE are very good, with almost 100% of candidates achieving 8 or 9 grades. A Level results are also very good with around 70% A\* or A. Many of our A-Level students have gone on to study Modern Languages at universities, often in combination with other academic subjects.

Our teaching philosophy centres on the development of good oral skills, and so classes are generally in the target language where appropriate, with plenty of emphasis, particularly in junior classes, on role play and debating skills. At the same time there is also strong emphasis on grammatical accuracy from the outset.

The Modern Languages Department has 20 full-time and 6 part-time teaching staff, Language Assistants and a Language Resources Co-ordinator. Those teachers within the Department who are Form Tutors have their own form room which is a language teaching room.

There are two Modern Language Offices and other members of the Department have their own personal workspace in the study area adjacent to the Common Room.

The Department has a large number of dedicated classrooms, all of which contain data projectors and equipment to allow audio-visual and listening materials to be played effectively from the school laptop. Some of the rooms are in the newest part of the School and feature interactive whiteboards or more recent interactive panels. All staff are provided with a laptop and the School's wireless network enables internet access from any classroom. Teachers may also book any of the School's ICT rooms for their classes.

The Language Resource Centre is an outstanding facility and contains most of the Modern Languages resources, including past examination papers, topic files, newspapers, magazines, DVDs and CDs, props and games. It also houses 100 MP3 recorders and laminating facilities. Most of our Modern Languages resources are now available online via Firefly and Sharepoint, which are constantly updated. The site contains all textbook listening files, past examination papers and practice papers, articles relating to A Level topics and it provides links to useful websites as well as immediate access to films via ClickView.

All boys bring their own iPad or laptop to School and are able to carry out IT-based activities in any classroom. These are used to practise reading and listening as well as other web-based activities.





## KEY RESPONSIBILITIES

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- Assist teachers with their day-to-day classroom work and with departmental administrative tasks
- Work with individuals and small groups for French conversation and the preparation of oral topics
- Assist with language clubs (lunchtime)
- Support pupils to prepare for language competitions
- Assist with speaking assessments
- Support and assist with departmental events or activities, as required
- Accompany School trips, as required
- Assist with School duty rotas and pupil supervision, as required
- Assist the Head of Department and with any other tasks, as required.





# PERSON SPECIFICATION

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**The successful candidate will be able to demonstrate the following skills, qualifications and experience.**

## **Essential Criteria:**

- A commitment to the Safeguarding and wellbeing of pupils
- Either a recent graduate or student from a good university or a suitably qualified native speaker
- The ability to demonstrate or learn characteristics of outstanding teaching practice
- The ability to work as part of a team
- A professional approach which inspires confidence in pupils and parents
- Excellent communication and ICT skills
- Calmness and efficiency, with the ability to work under pressure at times
- Commitment to continuing professional development through attendance at INSET
- Commitment to the all-round ethos of the School, including its co-curricular activities and pastoral approach
- A cheerful and well-presented person, capable of inspiring confidence in pupils and parents
- A commitment to promoting the safeguarding and wellbeing of children.

## **Desirable Criteria:**

- The ability to develop and maintain effective relationships with all members of the school community and outside agencies
- An ability to offer skills in some part of the extra-curricular programme of the school
- Enjoy rising to the challenge inherent in a school environment
- Willing to participate in our extensive programme of trips and exchanges during the School holidays
- Fully aware of Health & Safety issues
- Aware of the nature of the School and prepared to commit to its all-round ethos, extra-curricular activities and pastoral approach
- Prepared to work hard with energy and enthusiasm, avoiding the “9 to 4” approach.



## OTHER

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- To act as Fire Marshal and First Aider as required. Training will be provided
- Undertake other responsibilities as determined by The Headmaster, following consultation, and any other duties as may be reasonably required by the Deputy Head (Pastoral).

*Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.*

## SALARY & BENEFITS

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The remuneration package will be in line with the Hampton School salary scale and will be commensurate with experience and pro-rated to reflect term time, fixed term hours.

*Please note candidates must have the right to work in the UK as Sponsorship is not available*

## TRAINING

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- Where necessary, to undergo on the job training under the general direction of The Headmaster and/or the Bursar to increase competence, proficiency and safety awareness.
- To attend INSET training as required.





## EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Further details of the School are available on the website.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**





For an informal discussion about the role and requirements, please contact  
Human Resources via [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**