

## **Mandarin Language Assistant**

Fixed appointment: 20 August 2019 to 25 June 2020

### **About the school:**

We are a day and boarding school, for boys and girls aged 5-18 years. Dollar is set in a beautiful rural location between the university cities of St Andrews and Edinburgh, just a 40-minute drive from Edinburgh International Airport.

The school has an outstanding academic reputation and our high-quality programme of activities outside the classroom helps bring out the best in young people, developing confidence, enthusiasm and independence of mind. The Dollar community is strikingly vibrant, positive and welcoming.

### **Our requirements:**

The Assistant will, ideally, have practical experience of teaching Mandarin to children aged between 12 and 17 years (i.e. will have experience of preparing lesson plans and delivering these), and have functional written and verbal English skills.

### **The post / Job description**

To assist the Mandarin Language Teachers in the delivery of lessons - oral, comprehension and written work, either whole class or working in smaller groups. Maximum class size is around 16 pupils. Occasionally, under the direction and guidance of the Mandarin Language Teachers, the Assistant will assume responsibility for lesson preparation and delivery.

The Assistant will receive a teaching timetable equivalent to 14 hours per week over four days. The Assistant must be on call for the full working day – he or she need not necessarily be on school premises when not teaching or preparing teaching materials. Some of the above hours will be dedicated to the preparation of teaching materials, recording of listening texts and correction of senior pupils' work.

A certain commitment to boarding in Dollar Academy will also be expected. For example, this year's Assistants undertake: Friday breakfast and dinner supervision – once per month; Saturday or Sunday lunch supervision – once per month; gym supervision – once per week (one hour and fifteen minutes. The Assistant may use the gym for personal fitness during this time); Saturday duty – once in the year. In addition, Assistants are expected to contribute to the Academy's co-curricular programme and are encouraged to help out with any other sporting, musical or social activities where they feel their input would be valued. This can range from occasional involvement with one-off activities (e.g. sponsored walk), to regular weekly commitments, or participating in residential trips out of school as part of the adult accompanying team.

The Assistant will not be required to attend school during closure days or days deemed as normal teacher holidays, unless these are recognised in-service training days.

Our Mandarin Language Assistant will provide pupils with the opportunity to practise the language in a variety of situations:

- Working together in class with the language teachers, speaking your language with them to make pupils aware of its value as a means of communication.
- Working with small groups or individuals, either within or outside the classroom and under teacher supervision.
- Delivering talks or dictated passages to classes on specific topics (e.g. the education system in your country).
- Working outwith normal class time (intervals, lunch breaks, after school) with pupils who wish extra practice of the language or with pupils who do not study your language in class but

wish to learn/practice it in their own time. This is a vital and highly valued part of our Assistants' work.

Other tasks we ask of our Language Assistants include:

- Helping the teachers correct pupils' essay work (especially that of senior pupils doing near university-level language study).
- Preparing materials in your own language, as directed by the classroom teachers.
- Recording digitised sound tracks in your own language, to be used as a listening resource
- Devising games/activities to enable pupils to practice particular vocabulary/structures.
- Occasionally supervising classes for absent language colleagues.
- Running a lunchtime "club" in the Primary School (Prep School) for one of the three terms.
- Speak as a matter of normal discourse in your own language with those colleagues who teach that language – or with members of other departments who wish to practice their language skills.
- Planning and delivering evening lessons for local adults wishing to learn your language.

### **Visa / Right to work requirement**

The Assistant would, ideally, already have the right to work in the UK, or be eligible to do so, under the Tier 5 Youth Mobility Scheme with 1 year remaining on the visa, or under any other appropriate qualifying visa endorsement.

### **What we offer:**

- If you are not already resident in the UK, the cost of travel from Scottish point of entry e.g. train or taxi fare from Glasgow or Edinburgh.
- Private room accommodation provided in house near the school shared with other Language Assistants.
- All utility bills and council tax bills paid for by the school.
- All meals (breakfast, lunch and dinner) free of charge except on days when the school Dining Hall is closed (i.e. school holidays).
- A gross salary of, currently, £625 per month.

### **Other terms of reference:**

The Assistant will adhere to all school rules, policies and procedures in the same way as other employees and will exercise discretion, confidentiality and be aware of, and adhere to, the Academy's Child Protection Policy. Induction training will be provided and will cover Child Protection.

The Assistant and the Academy share joint responsibility for the Assistant's health and safety, and that of other employees that may be affected by the Assistant's actions, whilst at work, or having connection to the workplace. Employer's Liability Insurance is in place.

The Assistant will be responsible for organising their own travel and medical insurance.

The school will require to see three forms of identification in connection with the application to Disclosure Scotland.

The school reserves the right to terminate the appointment if, in the reasonable opinion of the Rector, the Assistant fails to maintain appropriate standards of conduct and performance. The Assistant also has the right to terminate this appointment. The notice period for either party is one month.

**How to apply:**

Candidates should submit a CV and covering letter, and complete the Academy's Support Staff Application Form which is available by clicking the link.

Applications should be mailed to: The Rector, Dollar Academy, Dollar, FK14 7DU or emailed to: [recruitment@dollaracademy.org.uk](mailto:recruitment@dollaracademy.org.uk)

Contact: Susan Rice, Head of Modern Languages [rice-s@dollaracademy.org.uk](mailto:rice-s@dollaracademy.org.uk)

Telephone: 01259 742511

All appointments are subject to receipt of a satisfactory PVG Scheme Record or Scheme Record Update from Disclosure Scotland.