



Headmaster T N M Lawson MA (Oxon)

Chinese / Mandarin Language Tutor

Introduction

Eastbourne College seeks to appoint a Chinese / Mandarin Language Tutor to provide additional 1:1 teaching requested by parents/guardians.

The College

Eastbourne College is a co-educational HMC independent school of just over 630 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 85% of A-level grades being awarded A*, A or B in the last four years. At GCSE approximately two thirds of all grades awarded are A* or A. The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school. Day pupils can complete their prep in Houses; buses run at both 18:00 and 20:00 on weekday evenings.

We are proud of our rich cultural and sporting traditions. The recently built Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the Design & Technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving CCF, D of E and service programmes.

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website:

www.eastbourne-college.co.uk

News of latest events can also be found by visiting our Facebook page:

<https://www.facebook.com/EastbourneCollege>

The Department

The Modern Languages department is one of the largest and liveliest departments in the school, offering French, German and Spanish to A-level and Oxbridge entrance and an accelerated programme for talented linguists. Our academic results are strong at GCSE and A level. The department, comprising 8 teachers and 2 assistants is housed at the heart of the school in the Memorial Block, with a modern digital language laboratory situated in Cloisters. All classrooms have electronic whiteboards / touchscreens and audio and video facilities.

The majority of pupils entering Year 9 study French and are given the opportunity to choose Spanish or German as an additional foreign language as described above. For those who wish to study a language outside of the main curriculum, we offer self-study courses in Arabic, Chinese, Japanese, Portuguese, Italian, Russian, French, German and Spanish. We offer a wide range of opportunities beyond the classroom, ranging from quiz, film and cultural evenings to visits to universities and the London institutes and trips abroad, including exchange visits.

The Post

The successful applicant will be expected to tutor to pupils in Chinese / Mandarin language. Students follow the Edexcel IGCSE and A-level courses. The successful applicant will be expected to share their passion for the language by offering enrichment opportunities to pupils outside of the taught specifications.

Job Description

1. **Job Title:** Chinese / Mandarin Language Tutor
2. **Responsible to:** Deputy Head (Academic) and Head of Modern Languages
3. **Job Summary:** To teach Chinese / Mandarin Language to individual pupils
4. **Duties and Responsibilities**
 - To deliver tutor sessions in consultation with the tutee, parents, HSM, teacher of HOD and Deputy Head (Academic) as appropriate
 - To prepare and tutor lessons in accordance with the school curriculum
 - To prepare and tutor lessons aligned with the exam board and specification being delivered by the College
 - To ensure that the lessons complement the work being done by the tutee in their mainstream lessons
 - To plan sessions that provide variety, challenge and measurable progress in the tutee's learning
 - To expect and promote the highest standards of behaviour and commitment from the tutee
 - To provide learning activities that are tailored to the ability level and needs of the tutee
 - To set and mark prep/further work that complements the session and supports the tutee's learning goals
 - To keep up to date records of the tutee's progress
 - To conduct GCSE and A Level speaking assessments for any pupils who wish to take the exam, including those who have prepared independently
 - To mark and provide feedback on pupils work for GCSE and A Level assessments, as required, including for those pupils who have prepared independently. For example, contingency assessments or the generation of UCAS or teacher assessed grades in case of exam cancellations
 - To write summative reports of the tutee's progress as required, or at a frequency agreed by the parents or Deputy Head (Academic)
 - The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.

- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- One-to-one settings require extra vigilance for staff to protect their own reputation through strict adherence to the staff code of conduct and common sense precautions to ensure the child is and feels safe. The individual working relationship can create a setting where pupils make disclosures and staff have a responsibility to be very familiar with the procedure of passing on concerns to the DSL.
- 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 they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

Person Specification

Applicants should be able to demonstrate the following:

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to good degree standard (or equivalent) in Chinese / Mandarin , or be a native speaker with a teaching qualification, or have significant experience of successful tutoring in Chinese / Mandarin language. • Evidence of continuous personal and/or professional development 	<ul style="list-style-type: none"> • Teaching qualification • Post graduate degree
Knowledge and Experience	<ul style="list-style-type: none"> • An understanding of GCSE and A-level Chinese / Mandarin language • Involvement in, and support for, co-curricular activities relevant to the College 	<ul style="list-style-type: none"> • Schools experience • Experience of working in a boarding/residential environment
Skills	<ul style="list-style-type: none"> • Excellent communication and listening skills • Strong organisational and administrative skills • A high level of ICT competency • An inclusive manner and the ability to work in a team • The ability to interpret quantitative and qualitative feedback; to monitor and evaluate 	
Personal Qualities	<ul style="list-style-type: none"> • A belief in the College's core values and the determination to uphold them • An ability to set deadlines, meet them and manage expectation against them • An ability to build, foster and sustain positive relationships with all in the College community • Patience, compassion, courage, resolve and objectivity. • Dedication, loyalty, commitment and positivity • Capacity for hard work • Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation. 	

Salary and Conditions

The rate of pay is £35 per hour.

Payment will be made on submission of an authorised claim form to payroll. The relevant Housemaster/Housemistress will authorise the claim form and submit it on behalf of the tutor.

All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.

The College is a non-smoking establishment and an equal opportunities employer.

How to Apply

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the [Apply Now](#) button to complete the mandatory application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact applications@eastbourne-college.co.uk

All applications must be received by noon on Friday 10 June 2022.

Postscript

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.

May 2022