

Bancroft's  
Independent Co-educational Day School 7–18

Job pack for the position of

# Spanish Language Assistant

(Fixed Term)









# Welcome from the Head

Thank you for your interest in joining our vibrant, friendly and purposeful Bancroft's School community. Whatever their role, all Bancroft's colleagues work in a spirit of shared endeavour to create the conditions for our pupils to enjoy their time at school, to be inspired and supported to do their best, and to be ready to thrive in their adult lives.

Bancroft's is a long-established 7-18 independent school with an excellent reputation for academic success within a holistic and nurturing educational framework. Highly regarded and much sought after in the local market, the School is financially robust with a clear and positive vision for the future. Though proud of our traditions, we are open-minded and imaginative in our approach to staff recruitment. We are especially keen to hear from applicants who would add to the ever-increasing diversity of our workforce.



On the teaching side we welcome colleagues from the state and independent sectors as well as those joining the profession as Early Career Teachers. Our teachers benefit from extensive professional development and enjoy working with bright, highly motivated pupils across the full range of academic, pastoral and co-curricular contexts and pursuits.

We recruit support staff from a wide range of professional backgrounds and are equally keen to consider candidates versed in the education sector as well as those who bring transferable experience and additional perspectives. Ongoing training of support staff is a high priority and we are proud to develop colleagues' skills during their careers with us.

Please look at our website and the information in this pack for a more detailed understanding of what a role at Bancroft's could offer you. I hope we have the opportunity to meet you at interview.

With best wishes

*Alex Frazer*

**Alex Frazer**  
Head of Bancroft's



*Watch  
our pupils  
interview  
Alex*

## Our School *Values*



Balance



Kindness



Excellence



Curiosity



Integrity



Courage



# BeingBancrofts




**240**  
clubs and  
activities


Co-Educational  
Day School  
**founded** in  
**1737**



**4** Houses *North  
East  
West  
School*

**250** Staff  
Members

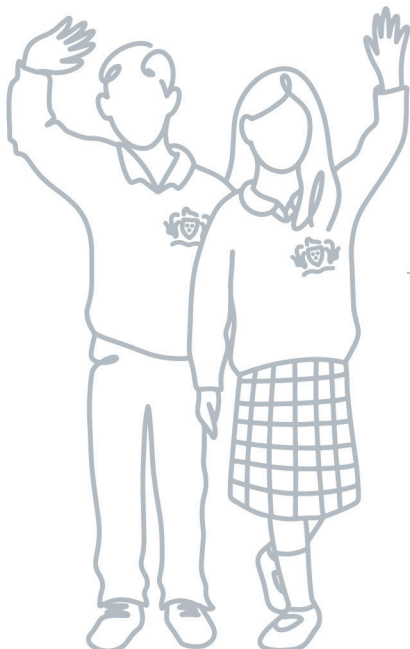
**70%**   
of all **GCSE**  
papers graded  
at **9-8** in  
2025

**A\*-A**  
**74%** of **A Levels**  
were graded  
**A\*-A**   
in 2025

**17**  
**acres** of  
playing fields

**511**  **sports** fixtures  
in 2024/2025


**8200**   
**books** borrowed from  
the library in 2024/2025



Located on the border  
of **London** and **Essex**  
with direct access  
to **Epping Forest**



**1150**  
pupils aged between  
**7-18** who join at  
**7+, 11+ or 16+**

**95%**   
of our Year 9 pupils  
participate in the  
**Duke of Edinburgh's Award**



# 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.



# The *Person*

We are looking for an enthusiastic Spanish Language Assistant to join our forward-looking Modern Foreign Language Department. This role is fixed term from October 2025 to 31 May 2025, working Term Time only (34 weeks). The working hours for this role are 18 hours per week.

## 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.



# Key *Responsibilities*

Below is a summary of the key responsibilities of the Spanish Language Assistant:

- 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.





# Working at Bancroft's

Bancroft's offers a generous benefits package, including:

 <b>Competitive</b> salaries	 <b>Pension scheme</b> options – TPS or our Defined Contribution Scheme	 <b>Income Protection</b> Insurance	 <b>Death in Service</b> Insurance
 <b>Complimentary</b> lunches	 Use of school <b>gym</b> and <b>swimming pool</b>	 Optional <b>subsidised private</b> health care	 <b>Fee</b> remission for children of staff members
 Friendly and welcoming <b>common room</b> , which organises regular <b>social events</b>	<div><div><div>Location</div><div><div><b>5 miles</b> from the <b>M25</b></div></div><div><div>Closest Stations:</div><div><b>Woodford</b> (underground)</div><div><b>Chingford</b> (overground)</div></div></div></div>		
 Outstanding <b>support</b> for ECTs	 Generous <b>holiday</b> allowance	<div><div><div>Right next to <b>Epping Forest</b> which creates a peaceful and countryside feel whilst being so close to London and transport links.</div><div><b>Travel Options by Bus:</b> <b>179   397   657   20</b></div></div></div>	
 <b>Cycle to work</b> scheme	<div>Commitment to supporting ongoing <b>professional development</b></div>		

At Bancroft's, we believe that diverse teams are stronger teams and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging. To enable us to make reasonable adjustments, please let us know of any physical or learning differences (including neurodivergence) when you submit your application.



## In their *own words*...



Alice Grimwood

Teacher of Biology  
and Junior Housemistress

*Joined in 2012*

"I love that I can teach much more than just Biology! My other loves have also found a home and I'm often up mountains either skiing or on gold Duke of Edinburgh."



Laura Mason

Second in Charge of English  
and Head of Year (Sixth Form)

*Joined in 2023*

"Moving from a city 200 miles away for a relocation, I knew I had to find the right school where I would be happy as I settled into London life."



Ananthi  
Amirthananthar

Teacher of Chemistry

*Joined in 2023*

"Teaching here is progressive, collaborative, and forward-thinking, allowing me to hone my skills while being part of something exciting."



Nathan Bugg

Design and Technology Teacher

*Joined in 2024*

"I was at Bancroft's for my second PGCE placement. This was a very positive experience; I found all the staff to be open and supportive and students were engaged and keen to be challenged in their learning."

Hannah Nadasan-Mead



Teacher of Religious  
Studies and Junior  
Housemistress

*Joined in 2016*

"I feel valued at Bancroft's, and I appreciate that there does not seem to be a strong sense of hierarchy, rather the pursuit of shared goals across the staff and student body."



Tara Bird

Prep Class Teacher and  
Head of PSHEE and RS

*Joined in 2023*

"Bancroft's Prep has a culture of acceptance and kindness. Everyone, children and staff, are considered and valued. I feel like that is what sets Bancroft's apart from other schools."



John Raw

Teacher of Biology

*Joined in 2012*

"I love the fantastic classroom environment - students and teachers alike have a genuine love for learning and this is reflected in the level of focus in lessons as well as the great discussions that occur both in and out of the classroom."



Daniel Siggins

Director of IT

*Joined in 2011*

"Bancroft's is a truly special place. The culture here is one of attentive professionalism, thoughtfully prioritising the needs of everyone in the community, while also finding joy in everything we do, even in the face of adversity."

## In their *own words*...



**Rachael Doogan**  
Head of Academic Drama  
and Activities Co-Ordinator  
*Joined in 2022*

"The culture is supportive, with strong foundations of listening and kindness. Teachers also have a lot of autonomy in the classroom which I haven't seen at other schools."



**Tia**  
*Leaver, 2024*

"Not only does Bancroft's push you to be the best version of yourself academically, but it also helps to shape you as an all-rounder."



**Alistair Whibley**  
Teacher of History, Head of Year,  
and CPD Co-ordinator  
*Joined in 2021*

"It is hard not to feel a sense of pride in being part of the Bancroft's community on a regular basis - watching performances, celebrating success, and witnessing acts of kindness."



**Matthew**  
*Leaver, 2024*

"My journey at Bancroft's over the past eleven years has been nothing short of incredible. The school has consistently fostered my intellectual curiosity and provided a fertile ground for creativity across all my interests and passions."



**Amanda Clark**  
Prep School Administration  
Assistant and Lead First Aider  
*Joined in 2009*

"The children are at the heart of everything I love about my role. Their curiosity, energy, and creativity bring so much life to the school. Each day is different, and their excitement for learning is infectious."



**Cressida**  
*Leaver, 2024*

"The academic support I have received has enabled me to achieve more than what I believed I could, which I am so thankful to my teachers for."



**Talk Education**  
*2024*

"Bancroft's pupils are an aspirational, hard-working bunch, with plenty aiming for and winning places at top universities including Oxbridge, UCL, LSE, Imperial College London, Durham, Bristol and Edinburgh."



**The Good Schools Guide**  
*2023*

"A contemporary, forward-looking school, with traditions but without entitlement. Academic excellence a given, it is the opportunities offered outside the classroom which ultimately set Bancroftians up for life."



# How to Apply

To apply for this position, please complete an application form through **My New Term**:  
<https://mynewterm.com/jobs/102875/EDV-2025-BS-61517>



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.



←  
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to view our  
vacancies page*

