

**Spanish Assistant**

**Job Description**

**Main Purpose of Job**

To deliver support to the outstanding Spanish provision at the College to ensure that achievement and the student experience are exceptional. This role is to support the main teacher with the delivery of the speaking element of the course. It is a 6 hour post on a Wednesday (term time).

**Teaching and Learning**

To support the main teacher of Spanish:

* To develop and implement teaching and learning strategies which ensure students

are successful in Spanish A Level

* To promote student centred learning, ensuring all students have access to

differentiated learning materials.

* To embed stretch and challenge so all students reach their full potential.
* To identify and implement strategies to ensure that the student’s learning experience

is of the highest standard.

* To undertake standardisation duties as required.
* To monitor student attendance and implement absence procedures, including

updating parent/guardians, if required.

* Support students with the speaking practice for 6 hours per week, on a Wednesday.

**School of English and MFL**

* To be involved with the promotion of the School of English and MFL activities across

the College and at external events, maintaining and forging links with partner

institutions, such as schools and universities, if required.

* To provide enrichment and enhancement activities (Speaking practice) within the

area of MFL in support of the main teacher.

**Personal Development**

* To undertake staff development and attend staff meetings if required.



**Spanish Assistant**

**Person Specification**

**Qualifications**

* Relevant degree or substantial professional experience in the Spanish Language
* Evidence of continuing professional development

**Knowledge/Experience**

* Significant and successful experience in Spanish speaking and listening.
* Experience of effective team working and promoting effective relationships between

staff and students

* Ability to develop supportive working relationships with parents and other key

stakeholders

* Knowledge of curriculum and assessment issues
* Awareness of curriculum developments and national initiatives

in Spanish teaching at Level 3

* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues

**Skills/Attributes**

* Good inter-personal skills
  + Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole Sixth Form College experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Excellent IT, information management and reporting skills

**Additional Requirements**

* Willingness to work flexible hours, if required.

**Post Information**

* Reports to Head of School for A Levels
* £28,347 – £29,970 pro rata (Actual Salary – £3,843 - £4,063)
* This post is for 6 hours per week on a Wednesday term time only
* The post holder will undertake all duties and responsibilities in compliance with

regulatory, legislative and college procedural requirements.