

WELLINGTON COLLEGE



Job Description

Job Title:	Spanish Language Assistant
Date:	November 2018
Department:	MFL
Reports To:	Head of Spanish / Head of MFL
Responsible For:	n/a

Purpose of the Position:

The post-holder will be responsible for giving Spanish oral lessons to pupils from years 10-11 in pairs or individually to help them to prepare for their IGCSE examination.

Departmental Information

The MFL department teaches French, Spanish, German, Mandarin and Russian across years 9-13, preparing pupils for IGCSE, A-Level and IB. Each language has classroom teachers and language assistants to support students with their oral work.

Main Tasks and Responsibilities:

- Conduct oral lessons in Spanish for pupils in years 10 and 11, in pairs or individually
- Help pupils to prepare for examinations by practising speaking in Spanish and developing greater fluency.

Person Specification

Education Attainment

- Good level degree in Spanish (desirable)
- 3 A Levels or equivalent
- 5+ GCSE A*-C, 4-9 or equivalent (English and Maths essential)

Professional Qualifications

- PGCSE in Spanish (desirable)

Knowledge and Experience

Essential

- Fluent in Spanish
- Near-native command of Spanish
- Extensive knowledge of Spanish grammar

Desirable

- Awareness of Safeguarding requirements and good practice within an educational setting
- Awareness of requirements for IGCSE Spanish, oral elements

Skills and Personal Qualities

- Excellent communication skills to enable effective dialogue with colleagues and pupils
- Organised and self-motivated

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- Able to perform well and remain professional whilst under pressure
- Dedicated team-player, who strives for excellence and leads by example
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Reliable and stable
- Enthusiastic, with an eagerness to learn new skills
- High level of accuracy and attention to detail
- Self-motivated and able to work alone without direction
- Adaptable and flexible with working patterns when required

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.