



ST ALBANS
SCHOOL

Spanish Language Assistant Job Description

Job Title: Spanish Language Assistant

Reports to: Head of Spanish

Department: Modern Languages

Date: March 2018

Purpose of Position

To work with students in order to develop their confidence and skills in oral communication, alongside practising, coaching and supporting them in other areas such as grammar. Helping the Department to promote an atmosphere that reflects and references the culture, traditions and current affairs of the Spanish-speaking world.

Key Responsibilities & Accountabilities

- Working with individual students and small groups of students in Spanish– practising and coaching them in speaking.
- Supporting in other areas such as grammar.
- Involvement in team-teaching with teachers and classes.
- Assisting in the preparation of course material and other resources that will assist pupils.
- Providing occasional support for students in Sixth Form with essay writing and grammar work.
- Helping bi-lingual students to maintain their spoken skills and develop their written skills.
- Supporting language teachers in classroom activities as required.
- Registering attendance of pupils and reporting on student progress to language staff on a regular basis.

Key Performance Indicators

- A strong team player with the ability and willingness to support the Department and develop professional working relationships with students, parents and colleagues.
- Demonstrates a high standard of communication skills.
- Consistently meets agreed timescales and deadlines.
- Cultural awareness of the Spanish-speaking world.
- Demonstrates an interest in Spanish current affairs in order to keep themselves and colleagues up-to-date.

Knowledge/Skills/Abilities

- MUST be a native Spanish speaker.
- Strong organisational skills and the ability to be flexible.

- Familiar with the IGCSE and A level syllabuses.
- Experience gained by supporting teaching staff in a similar environment is advantageous.
- At least one year's experience in developing teaching material to support iGCSE and A level syllabuses is highly desirable.
- Strong IT skills and the ability to use a range of media for the development of learning support materials.
- A recognised teaching qualification is also desirable.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Headmaster.