

JOB SPECIFICATION – Language Assistant

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/ Tasks
What educational background is required?	1. A good standard of general education, including a C grade at GCSE (or Equivalent) in English and Maths 2. An excellent standard of written and fluent spoken Spanish	✓ ✓		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is previous job experience necessary?	3. Working in a similar level role with children, young people, parents and families preferably within an education context 4. Working as a part of a team, as well as on your own initiative 5. Working with professionals from other agencies and in a multi-agency context	✓ ✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the job require specialist knowledge or skills?	6. Ability to communicate effectively both orally and in writing 7. Ability to prioritise and meet deadlines 8. Ability to use IT systems effectively to record information 9. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation 10. The flexibility to adapt to changing workload demands and new school challenges 11. Personal commitment to continuous self-development 12. Knowledge of educational systems and procedures.	✓ ✓ ✓ ✓ ✓ ✓	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What personal qualities are required?	13. Good role model 14. Strong interpersonal skills 15. Energetic, creative and self-motivated 16. Co-operative, flexible and responsible 17. Able to prioritise and work under own initiative 18. Reliable, well organised and committed to high standards 19. Able to maintain confidentiality 20. Integrity	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any unusual job requirements?	21. Role is college term time hours.					