

JOB DESCRIPTION



1. JOB TITLE: Spanish Language Assistant

2. SALARY: SP7-10

3. RELATIONSHIPS: The Post holder:

3.1 Will be responsible to the Course Manager for A-Level Spanish.

3.2 Will make and maintain positive, productive, professional relationships with working colleagues, members of the College i.e., staff, governors, students, parents, carers and external agencies.

3.3 Will support the work of colleagues.

4. PURPOSE OF JOB:

4.1 To work with a student or group of students to improve their communication skills (in particular oral skills and accent) and develop their knowledge of a different society and culture

5. SPECIFIC TASKS:

5.1 To work under the supervision of the Course Manager to deliver an excellent programme for our students

5.2 To plan activities and produce resources to enable students to improve their conversational language skills

5.4 Undertake other administrative tasks under the reasonable direction of the line manager as are commensurate with the grade of the post

6. CONTACTS

6.1 The post holder will have a wide range of contacts with staff at all levels, students, parents, carers and College governors.

7. DECISIONS:

7.1 Support the aims and ethos of the school as defined in the staff handbook and school prospectus

7.2 Set a good example in terms of professional dress and appearance, punctuality and attendance

7.3 Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner

7.4 Attend team and staff meetings as appropriate, contributing actively whenever possible

8. WORK COMPLEXITY

The post holder will share a commitment to:

8.1 Our core value of respect, trust, honesty and integrity.

8.2 High standards of academic achievement for all students.

8.3 Excellent pastoral care, support and guidance.

9. CONDITIONS

9.1 This job description may be re-negotiated at the request of either the post holder or the Principal.

9.2 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.

9.3 To take responsibility for safeguarding and promoting the welfare of all students

9.4 To contribute to the promotion of equality and individuality of all users of the college

9.5 Take responsibility for your own professional development and participate in the College's Appraisal Scheme.