



# SPANISH LANGUAGE ASSISTANT

*Issue Date: March 2026*



Wellingborough School  
Founded 1595

## ABOUT WELLINGBOROUGH SCHOOL

Wellingborough School is a very special place. Our mission is to develop confident, rounded, and grounded young people, and the School has been doing that successfully throughout its extensive history.

Blessed with an enviable location, superb teaching and pastoral care, and a deeply embedded culture of kindness and ambition, Wellingborough delivers a first-class education within and beyond the classroom. Every day, our pupils demonstrate the qualities that we know will set them apart as the change-makers of the future – intellectual curiosity, courage, empathy, dedication, and humility, and all whilst retaining that most crucial element of a truly enriching education: a sense of fun.

At Wellingborough we value the individual, and recognise that each pupil has different needs, enthusiasms, and priorities. We are deeply committed to supporting our young people through the journey from young teenagers to young adults, and the process of growth and development that underpins their time at our school.

We are proud of our excellent results in public examinations, and in the success of our Sixth Form leavers in securing exciting and inspiring next steps including taking Oxbridge places, attending Russell Group institutions, or securing Degree Apprenticeships. Our value-added results provide strong evidence of the quality of Teaching and Learning across the School, and our pupils benefit from an increasingly diverse and innovative curriculum.

*S a l u s   i n   A r d u i s*





From Lent 2026 our pupils will begin enjoying Engineering, 3D Design, Computing, and Food Education lessons in our fantastic new teaching building, the second phase of which includes Sixth Form seminar spaces, a 250-seat lecture theatre and performance space, and new Health and Wellbeing facilities. This new building forms only one part of an ambitious 30-year site development plan, designed to ensure Wellingborough continues to offer first-class facilities for the pupils of the future.

Wellingborough has always been rightly proud of its excellent pastoral care, underpinned by our historic and much-loved Senior School Houses, superb Wellbeing team, and strong values lived out every day in school. Visitors often comment on the close-knit community feel of the School, and pupils feel known and valued as individuals.

In our most recent ISI inspection, our co-curricular provision was noted as being a significant strength of the school's provision, an accolade of which we are immensely proud. Pupils benefit from superb sporting and outdoor learning provision, and the standard of performing arts is remarkable. Developing character through engagement in the wider curriculum is central to everything we do at Wellingborough School.

Wellingborough is a school with a long and rich history, but it is also a school with a bright and exciting future. We look forward to welcoming a new member of staff into our community.

## THE ROLE

**Start Date:** ASAP

**Duration:** Permanent

**Disclosure Level:** Enhanced

**Reporting to:** Head of Foreign Languages

**Hours:** Part time, 6 hours per week across 2 days, Term Time only

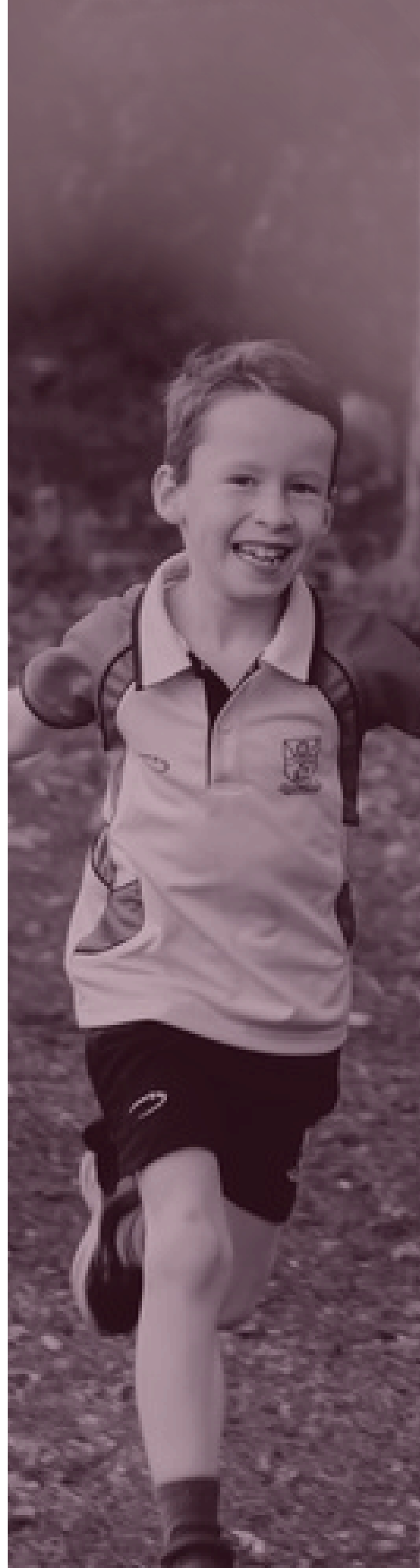
**Salary:** £4,455 per annum (inclusive of holiday entitlement)

Wellingborough School is looking to appoint a Language Assistant.

The candidate will be a fluent Spanish speaker, excellent communicator and team player. He / She should be committed to helping pupils to develop their oral fluency throughout the school and be prepared to support native and non-native students of Spanish, in their preparation for the oral part of public examinations (IGCSE, GCSE and A level).

### **Main Responsibilities:**

To assist with the teaching of Spanish throughout the school, and to give conversation lessons to individual students or small groups of students, as indicated by the subject teacher or the Head of Modern Languages.





### **Specific Responsibilities:**

- To have a clear understanding of the requirements of each speaking examination, with appropriate guidance from the Head of Department.
- To promote the study of languages amongst students at all levels.
- To help native speakers of Spanish to prepare for public examinations (IGCSE, GCSE and A level).
- To aid in exam marking at exam time.
- To keep records of each student's progress in conversation lessons.
- To correct any work that has been produced during, or as a follow up to a conversation lessons.
- To provide extra support for students who might be struggling as directed by the Subject teacher and / or the Head of Department.
- To conduct individual speaking tests with students if requested to do so.
- To feed into the reporting process by providing comments of pupils' progress, attitude and effort.
- To assist the subject teachers in the running of a language activity.
- To assist subject teachers in producing and maintaining classroom displays to reflect the nature of the subject.
- To attend departmental meetings when requested by the Head of Department.
- To assist with the preparation of resource material, as indicated by the subject teacher.
- To accompany language teachers on visits if requested.

**Professional Standards:**

- To conduct himself/herself as a member of staff, and to be aware of the example he/she should set to pupils.
- To arrive in class promptly.
- To familiarise himself/herself with the School and Departmental Health and Safety policies.
- To have completed a DBS check.

**Additional Responsibilities:**

Foreign Language Assistants may have additional pastoral, sporting and extra-curricular activities. These will be confirmed after discussion between the Language Assistant, subject teachers, HoD and SLT.



# REVISION OF JOB DESCRIPTION

## Benefits

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

School terms, including INSET days, never total more than 36 weeks per academic year. This means that teachers enjoy longer holidays than in the maintained sector and on a par with most other schools in the independent day market. Many Support Staff also only work in term time. These shorter terms are offset by the incredible commitment that our staff show throughout the year and the dedication that they show to the pupils out of term time; Heads of Department are always available on exam results days; revision clinics are frequently put on in the Easter Holidays; a whole host of co-curricular trips run in the School holidays.

The School's salary scale aims to be above the maintained sector, and teaching staff are enrolled in the Teachers' Pension Scheme, to which the School contributes. There is a fee discount for teachers whose children come to the School and the opportunity to apply for Bursaries. All staff have lunch and refreshments provided.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs.

All teaching staff are issued with a laptop for use during their tenure. There is free onsite car parking and use of the School's sports facilities.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with 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 post holder 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 School's Designated Person or to the Headmaster.



# THE PERSON

Qualifications	Essential	Desirable
Honours degree		Yes
Secondary school qualification in Spanish (Baccalauréat, IB, A level or equivalent)	Yes	
Degree / Postgraduate qualification either in Spanish or in another related subject from a university in a Spanish -speaking country	Yes	
Skills and Experience		
Good ICT skills and the desire to continue to develop the appropriate use of ICT for teaching and learning.	Yes	
Knowledge of:		
Current affairs, especially linked to Spain and Spanish-speaking countries	Yes	
Advanced Spanish grammar	Yes	
Native-level idiom	Yes	
Spanish literature and cinema	Yes	
Skills and Special Aptitudes		
Excellent communicator, able to communicate at all levels in English and Spanish	Yes	
Organised and able to prioritise workload	Yes	
Numerate	Yes	
Ability to work well in a team and independently	Yes	
Ability and willingness to contribute to the School's extracurricular programme.	Yes	
Ability and willingness to contribute to the School's pastoral programme.	Yes	
Knowledgeable	Yes	

# THE PERSON

Personal Qualities		
Reliable	Yes	
Approachable	Yes	
Kind and understanding	Yes	
Enthusiastic and curious	Yes	
Creative	Yes	
Discreet and professional	Yes	
Independent	Yes	
Adaptable and flexible	Yes	
Supportive	Yes	
Team player	Yes	
A willingness to continue to develop as a professional.	Yes	
Good personal organisation, administrative and time-management skills.	Yes	

## THE PROCESS

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post.

Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **9am, 23<sup>rd</sup> March 2026**.

**Interview dates to be confirmed.**

[www.wellingboroughschool.org/useful-information/employment-opportunities/  
recruitment@wellingboroughschool.org](http://www.wellingboroughschool.org/useful-information/employment-opportunities/recruitment@wellingboroughschool.org)  
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