

Job Description

Job Title:	Spanish Language Assistant
Hours of Work:	Approximately 8-12 hours per week from September to May
Reports to:	Head of Spanish

Principal Role

The School is seeking to appoint an enthusiastic, well-qualified Spanish Assistant to join our dynamic and friendly Spanish Department from September 2019. The role will be for approximately 9-12 hours per week and will run from September to May in the first instance.

The successful applicant will have native level fluency in Spanish, be an excellent communicator and team player. The successful applicant will hold a degree/postgraduate qualification in either Spanish or in another related subject from a university in a Spanish -speaking country.

They should be committed to helping pupils to develop their oral fluency throughout the school and be prepared to support students of Spanish in their preparation for the oral component of public examinations (IGCSE and A-level). They will therefore mainly work with pupils in exam classes (Year 10 to Upper Sixth) but may also be required to assist with pupils lower down the school. There may also be a requirement to work with native Spanish pupils in small groups.

Main Duties

- To support the teaching of Spanish at all levels by helping pupils to develop their oral fluency;
- To have a clear understanding of the requirements of public speaking examinations, with appropriate guidance from the Head of Spanish;
- To help pupils to prepare for the speaking test at IGCSE;
- To work with the Head of Spanish to organise a timetable for one-to-one speaking classes for Sixth Form students of Spanish in September;
- To help Sixth Form students to prepare for the speaking part of public examinations (A level);
- To monitor attendance at oral classes, reporting absences to the Head of Spanish;
- To feed into the reporting process by providing comments of pupils' progress, attitude and effort;
- To help native speakers of Spanish improve and/or prepare for public examinations (IGCSE, A level);
- To support the teaching of Spanish by finding and collating interesting authentic language resources;
- To support the Head of Spanish in preparing Oxbridge candidates;
- To carry out any other reasonable requests, in line with the broad responsibilities of the role.

Person Specification

- Native-level fluency in Spanish;
- Excellent written skills in Spanish;

- Excellent knowledge of Spanish grammar;
- Knowledge of:
 - Current affairs, especially linked to Spanish and Spanish -speaking countries
 - Advanced Spanish grammar
 - Native-level idiom
 - Spanish literature and cinema
- Understanding of:
 - The demands of teaching in an academic environment
 - The difficulties faced by non-native pupils in speaking Spanish
 - The need to encourage pupils and build confidence
 - The challenge of preparing for speaking exams
 - The need to be flexible and work as part of a team
 - The need to communicate effectively with colleagues