



CHRIST'S HOSPITAL

A SCHOOL LIKE NO OTHER

SPANISH LANGUAGE ASSISTANT

JOB DESCRIPTION

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| Responsible to | Head of Spanish |
| Due to commence | September 2026 |
| Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |

Role Purpose

The purpose of the Spanish Language Assistant role at Christ's Hospital is to support the Spanish Department in delivering high-quality language teaching and enriching pupils' linguistic confidence and cultural understanding. The postholder plays a key part in preparing students aged 11–18 for GCSE and A-Level speaking components by leading small-group and one-to-one speaking sessions, assisting in lessons, and contributing to departmental activities such as clubs and broader curricular events. In addition, the role supports the wider life of this busy boarding school through pastoral involvement in a boarding house, participation in co-curricular programmes, and collaboration with teaching and pastoral staff across departments. At its core, the role ensures pupils receive personalised, engaging language support while contributing positively to the school community and its ethos.

The Successful Applicant

- A fluent (native level) Spanish speaker with a degree in Modern Languages, Literature, Linguistics or a related field.
- Experienced in language teaching and confident working with students of all ages and abilities.
- Knowledgeable about AQA GCSE and A-Level French speaking exam formats, or willing to learn quickly would be an advantage.

- Enthusiastic, dynamic, and imaginative, with a genuine passion for supporting young people.
- Ready to take an active role in pastoral duties within a boarding house and contribute fully to the school's co-curricular life.
- A strong team player who demonstrates professionalism including punctuality, reliability, and excellent communication skills.
- Committed to maintaining high safeguarding and welfare standards.

The Position

The Spanish Language Assistant plays a key role in enriching pupils' spoken Spanish as well as supporting the smooth running of the department and wider school community. Alongside delivering engaging oral practice and contributing to cultural activities, the assistant helps create learning resources that enhance lessons and support student progress. The role also involves carrying out essential administrative tasks that keep departmental and exam-related processes running efficiently. Beyond academic responsibilities, the assistant is an active member of boarding life, helping with duties in the house, supporting the pastoral team, and being present at mealtimes when required to help supervise and engage with students. This combination of academic, organisational, and pastoral involvement makes the position a varied and integral part of the school's day-to-day life.

Key Responsibilities/Accountabilities (include, but not limited to)

- To promote the study of Spanish amongst students at all levels.
- To deliver speaking sessions to small groups and individual students
- To aid in exam marking at exam time if required.
- To assist other teachers within the department with some of our formal lessons, supported prep sessions and during all the Oral Exam seasons
- 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 conduct individual speaking tests with students if requested to do so.
- 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.
- To assist with the preparation of resource material, as indicated by the subject teacher.
- To accompany language teachers on foreign visits and exchanges, as well as cinema and theatre trips if requested.
- Leading extracurricular activities within the department: Spanish Club

- Involvement in the school's pastoral and broader-curricular programmes is required. This will include being duties in one of the boarding houses, being a form tutor and undertaking and allocation of actives in the broader curricular programme over the year

PROFESSIONAL STANDARDS

- To conduct themselves as a member of staff, and to be aware of the example they should set to students.
- To arrive in class promptly.
- To familiarise themselves with the School and Departmental policies including Safeguarding and Health and Safety.
- To have a completed DBS check.

ADDITIONAL RESPONSIBILITIES

Foreign Language Graduates may have additional pastoral, sporting and extracurricular activities. These will be confirmed after discussion between the Language Graduate, subject teacher, HoD and SLT in line with visa requirements.

Person Specification (indicative)

Essential

- Fluent speaker of Spanish with excellent spoken and written communication.
- Enthusiasm for working with young people and supporting their academic and personal development.
- Ability to lead engaging speaking sessions and build students' confidence.
- Willingness to contribute to pastoral duties, including boarding-house responsibilities and mealtime supervision.
- Strong organisational skills, with the ability to handle administrative tasks reliably.
- A collaborative, flexible attitude and the ability to work well within a team.
- Commitment to safeguarding, professional conduct, and the welfare of students.

Desirable

- Experience teaching or supporting learners of different ages and abilities.
- Familiarity with AQA GCSE and A-Level French speaking exam formats.
- Experience creating educational resources for language learning.
- Previous involvement in co-curricular activities, such as clubs, sports, or enrichment events.
- Experience living or working in a boarding school environment.

Qualifications

- Degree in Modern Languages or a closely related discipline.
- Additional training or experience in language teaching or education (desirable).
- Evidence of continued professional development (desirable).

Skills & Abilities

- Ability to deliver effective and engaging oral practice to individuals and small groups.
- Strong interpersonal skills and the ability to build rapport with students and colleagues.
- Creativity in developing teaching materials and contributing to departmental activities.
- Reliability in meeting deadlines and completing administrative duties.
- Capacity to adapt to the varied demands of a busy boarding school environment.
- Confidence to support wider school life, including extracurricular and pastoral responsibilities.

This job description may be reviewed and amended to reflect the evolving needs of the School.

Terms and Conditions

This is a fixed term position cover the 2026-2027 academic year. The full time salary for this role is c. £18,000 per annum, paid in monthly instalments over that period. The successful applicant will be provided with accommodation in either a one room flat or with their own room in a shared dwelling free of charge and including utilities.

Other benefits include reduced-cost membership of our sports centre, free lunches and other refreshments and discounted theatre and concert tickets for public events held in the CH theatre. Employee Assistance Programme, Aviva DigiCare+ (which includes online GP appointments, health checks, nutrition advice, mental health support and second medical opinion).

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Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people. All new staff appointments are subject to the satisfactory completion of pre-employment checks, including completion of the School's job application form, receipt of satisfactory references including one from the current employer, a clear enhanced disclosure and barring service [DBS] check, receipt of overseas criminal records check, where the applicant has resided outside of the UK for three months or more in the past 5 years, online searches to check suitability to work in an environment with children, verification of qualifications, and medical check with our occupational health advisors which confirms fitness to teach and carry out the duties of the role.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our student intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.