



SPANISH LANGUAGE ASSISTANT **(fixed term contract for academic year)**

The Perse School wishes to appoint an enthusiastic, well-organised and engaging Spanish speaker to assist with inspiring pupils to develop their Spanish language skills for a fixed period of 12 months during term time from 27th August 2021 to 31st August 2022 (the contract includes paid holiday). The successful candidate will work to develop students' spoken Spanish skills and appreciation of Spanish and Latin American cultures, as well as playing a key role in their preparation for GCSE, A Level and DELE speaking exams. The person appointed will have a genuine enthusiasm for the subject, will strive to inspire and motivate each of our pupils, and will actively promote Spanish as part of a thriving MFL department at The Perse School.

The Department

All pupils at The Perse School study at least one modern foreign language to GCSE with Spanish being a very popular option. Students continuing to A Level follow an extension-rich, rigorous programme that prepares students for higher education at the most competitive universities, with an average attainment of 100% A*-A and 70% A*. Each academic year several pupils then successfully apply for Spanish at university. In addition to offering the AQA A Level, many of our pupils make the most of the Diplomas de Español como Lengua Extranjera (DELE) preparations we offer at A2/B1 or B2 level.

We also aim to share our enjoyment of languages with our pupils through a wide variety of activities and events. As well as our popular Spanish exchanges to Madrid and Toledo, we have Spanish societies for all ages and we regularly take part in Spanish competitions. We have been very successful in regional debating competitions and essay competitions in recent years. All MFL staff are expected to help with these activities.

We benefit from excellent, state-of-the-art facilities and resources. In 2014 we moved into a new building, with dedicated classrooms, a purpose-built room for our language assistant and a large department office. This facilitates the collaborative approach and strong, supportive team culture that are highly prized by the department, which consists of seven talented and dedicated Spanish teachers and a full-time language assistant. We also have access to the latest language learning software and a well-stocked library with an extensive collection of Spanish films, books and magazines, which pupils are encouraged to use.

Further information about the department's curricular and extra-curricular activities (and public examination results) can be found on the School's website: www.perse.co.uk

Applicants without formal teaching qualifications

Applicants without formal teaching qualifications will be considered for this position but experience working with pupils learning languages and preparing them for examinations will be a considerable advantage.

2019 ISI Inspection Report

The Pelican, Prep and Upper were inspected during the spring of 2019. The inspection report can be viewed at <http://www.perse.co.uk/about-us/our-approach/inspection-reports/>

JOB SPECIFIC TERMS AND CONDITIONS

Working Hours

Your normal hours of work will be from registration in the morning (8.35am) until the end of all of the School's afternoon lessons, or the end of relevant extra-curricular activities, whichever is the later, on Mondays to Fridays (inclusive), during term time*. You are also expected to work some additional hours (including evening work where necessary) for which no overtime will be paid. Such additional hours will include, but not be limited to, participation in the recreational and enrichment programme and attendance at the School's parents' evenings and School Open events. Normal hours of work include a half hour, unpaid lunch break.

Lunch is provided free of charge to staff on Mondays to Fridays worked at School during term time, where their working hours allow for a meal break and encompass the times of School lunch.

This post is term time only (35 weeks). Term time is defined as the published school term dates, plus three additional days immediately preceding the published start date of the Michaelmas term.

Salary

The Perse operates its own competitive salary structure, and the school is keen to recruit high quality staff. The salary will be £22,588 for the fixed term contract, 12 months during term time from 27th August 2021 to 31st August 2022 (the contract includes paid holiday).

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays. Other support staff benefits are outlined on the website:

<https://www.perse.co.uk/vacancies/why-work-at-the-perse/>

APPLICATION PROCESS

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

Applications

Please click the 'Apply' button to register/sign-in and apply online.

Any queries from job applicants may be addressed to: recruitment@perse.co.uk or to the Head of Spanish, Kehl Nugent kemnugent@perse.co.uk

Interviews

Candidates will be invited to meet the Senior Deputy Head, the Director of Modern Foreign Languages and the Head of Spanish. Candidates will be invited into school and asked to teach part of a lesson as part of the selection and interview process. The closing date is **Wednesday 9th June at 9.00am**. Interviews will be on **Tuesday 15th June**.

JOB DESCRIPTION

Accountability

The Spanish Language Assistant is ultimately accountable to the Head through the Senior Deputy Head, but day to day accountability will be to the Director of Modern Foreign Languages and to the Head of Spanish for the programme of study.

Key responsibilities

- Preparing and delivering activities to small groups of Year 10 and Year 11 pupils to help get them ready for the role play, photo card and conversation sections of the AQA GCSE speaking exam;
- Preparing resources for and teaching 40 minute speaking lessons to pairs of Lower Sixth and Upper Sixth pupils to get them ready for the card section of the AQA A level speaking exam;
- Assisting Upper Sixth pupils with selecting, researching and preparing appropriate topics for their Independent Research projects;
- Working with pairs or small groups of DELE A2/B1 and B2 pupils to prepare them for their speaking exams;
- Leading the provision of extra-curricular Spanish for any native speakers and supporting them with preparation for any Spanish exams;
- Co-teaching and, on occasion, leading lessons across the age range;
- Helping all pupils to develop their speaking skills to ensure impressive levels of vocabulary, accurate grammar and correct pronunciation, leading to high levels of fluency, spontaneity and confidence;
- Developing all pupils' understanding of and interest in Spanish and Latin American cultures and current affairs;
- Ensuring lessons are tailored to meet pupils' Special Educational Needs and individual ability levels;
- Assessing and recording the work and progress of pupils and providing regular feedback on this to class teachers and the Head of Spanish;
- Contributing to the development of resources for speaking and listening;
- Attending and contributing to departmental meetings;
- Maintaining professional skills through INSET and our Professional Development Programme;
- Producing displays to contribute to an attractive learning environment;
- Promoting and contributing to the running of the Spanish extra-curricular programme e.g. assisting with Spanish clubs, debating, plays, trips etc.
- Offering guidance for supplementary personal study in Spanish both for extension and to support university applications;

PERSON SPECIFICATION

- Degree level (or equivalent) education;
- Native Spanish speaker with a high level of written and spoken English;
- Awareness of the GCSE and A Level Spanish speaking exam requirements
- Extensive knowledge of and interest in Spanish and Latin American cultures and current affairs;
- Genuine passion for working with and teaching young people;
- Demonstrates high standards of behaviour and is able to model the School values (intellectual curiosity and scholarship, endeavour, breadth and balance, and valuing one another and the environment);
- Proven communication and interpersonal skills;
- Attention to detail and ability to work independently and use initiative;
- High order administrative skills, effectively manages deadlines;
- ICT competence and willingness to learn and use new technologies;
- Works collaboratively and supportively with colleagues;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Emotional resilience to cope with and learn from challenging situations;

DRC/HR, May 2021