



WELLINGTON
COLLEGE

Job Description

Job Title:	Spanish Language Assistant
Date:	June 2023
Department:	MFL
Reports To:	Head of Spanish / Head of MFL
Responsible For:	n/a

Purpose of the Position:

The post-holder will be responsible for giving Spanish oral lessons to pupils from years 10-13 in pairs, small groups or individually to help them to prepare for the oral part of public examinations. They will also work with small groups of bi-lingual students or native speakers to prepare them for public examinations. The post-holder will contribute to the programme of extra-curricular activities offered by the Spanish department.

Departmental Information

The MFL department teaches French, Spanish, German, Mandarin and Russian across years 9-13, preparing pupils for IGCSE, A-Level and IB. Each language has classroom teachers and language assistants to support students with their oral work.

Main Tasks and Responsibilities:

- Conduct oral lessons in Spanish for pupils in years 10 to 13, in pairs, small groups or individually to help them prepare for the oral examinations.
- Work with small groups of bilingual or native-speaker students to help them prepare for public examinations off-timetable.
- Support the teaching of Spanish at all levels by helping pupils to develop their oral fluency.
- Organise a timetable in September so that assigned pupils are given speaking lessons outside of classes.
- Monitor attendance at speaking classes and report absences to the Head of Spanish, tutor and HM.
- Feed into the reporting process by providing comments on pupils' effort, attitude and progress.
- Contribute to the programme of extra-curricular activities offered by the Spanish department, for example drama productions, debating, poetry competitions and other cultural activities.
- Work with other language assistants and teachers to create suitable displays for the MFL department.
- Support the teaching of Spanish by finding and collating suitable articles and resources.
- Be willing to accompany teachers on cultural trips and excursions where appropriate.

Person Specification

Education Attainment

- Native-speaker-level fluency in spoken Spanish
- 3 A Levels or equivalent
- 5+ GCSE A*-C, 4-9 or equivalent (English and Maths essential)



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Professional Qualifications	
<ul style="list-style-type: none">• PGCE in Spanish (desirable)	
Knowledge and Experience	
Essential	Desirable
<ul style="list-style-type: none">• Fluent in Spanish• Near-native command of Spanish• Extensive knowledge of Spanish grammar	<ul style="list-style-type: none">• Awareness of Safeguarding requirements and good practice within an educational setting• Awareness of requirements for IGCSE Spanish, oral elements
Skills and Personal Qualities	
<ul style="list-style-type: none">• Excellent communication skills to enable effective dialogue with colleagues and pupils• Organised and self-motivated• Able to perform well and remain professional whilst under pressure• Dedicated team-player, who strives for excellence and leads by example• Tactful and discreet, whilst mindful of observing Safeguarding and professional standards• Displays a smart and professional appearance, representing the College in a positive manner• Enthusiastic, with an eagerness to learn new skills• High level of accuracy and attention to detail• Self-motivated and able to work alone without direction• Adaptable and flexible with working patterns when required	
Essential Values, Behaviours and Attitudes	
<p>All employees are expected to actively promote and demonstrate the five core values of the College:</p>	
<ul style="list-style-type: none">• Kindness• Integrity• Respect• Responsibility• Courage	
<p>In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.</p>	

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.