



## **Native Speaker Language Assistant**

*An opportunity has arisen to support the Modern Foreign Languages Department in Spanish*

*12 hours per week from: 1st October to 31st May, term time only. Can be flexible on day/times.*

*£16.30 per hour*

*Required for 1st October 2024*

### **Job Purpose**

We require an enthusiastic native Spanish speaker to work with our highly able and motivated students, primarily to help with their speaking and listening skills. Working independently with individuals or small groups of students, you will assist in the preparation for the speaking component of A Level, AS Level and GCSE exams. There may also be opportunities to provide additional support for native speakers at KS3/4. We are looking for an interest and desire to support students and staff in enhancing student appreciation of Hispanic culture.

### **Main Responsibilities**

- To work with students individually and in small groups providing support in spoken Spanish
- To help students prepare for their speaking component of exams
- To liaise with MFL and other colleagues about how to best support students

### **As with all members of staff the post holder is required to:**

- Be aware of and comply with the policies and procedures relating to Safeguarding, child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out, being courteous to colleagues and to provide a welcoming, friendly environment for students
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents
- Observe proper professional boundaries and having regard to the safeguarding and wellbeing of students



- Undertake training where required and constructively take part in meetings to assist with the effective development of the post and post holder
- Review and develop your own professional practice, including taking part in annual performance review
- Follow any reasonable instruction as directed by the Headteacher

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Native Spanish speaker</li> <li>• Confident numeracy and literacy</li> <li>• Desire to work with students in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Equivalent of A level qualification or higher</li> </ul>
<b>Professional Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Strong communication skills</li> <li>• Excellent time-keeping</li> <li>• Highly organised</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Safeguarding / child protection knowledge/ training</li> </ul>
<b>Other Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</li> <li>• Keen interest in Hispanic culture</li> <li>• Able to work independently</li> <li>• Effective, engaging communicator with students and colleagues</li> <li>• A professional manner and flexible approach</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to the MFL department and school more broadly</li> </ul>

**Applications submitted via email should be sent to Mrs Lynn Cupitt-Jones, HR Administrator at [lcupitt-jones@swbgs.com](mailto:lcupitt-jones@swbgs.com)**

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy. All shortlisted candidates will be subject to an online search as part of the safer recruitment process.

