

Spanish Language Assistant

Part-time, term time. Required September 2022

We are seeking to appoint a Spanish Language Assistant to support our language learners to use Spanish confidently and inspire a love of language and culture through conversation lessons and enrichment activities.

You will be a native Spanish speaker with a good command of English, and will ideally have experience of working in an educational setting with small groups of students.

Closing date for applications: Wednesday 15 June @ 12pm

Interviews to be held: Tuesday 21 June

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's 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 checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

ST MARGARET'S

SCHOOL

Spanish Language Assistant

Job Description

Job Purpose:

The Spanish Assistant's role is primarily to support our language learners to use Spanish confidently and to inspire a love of the language and culture through conversation lessons and enrichment activities.

Main Duties and Responsibilities:

- To prepare and conduct conversation sessions with individual pupils and small groups at GCSE and A-level to develop confidence in communicating in Spanish
- To source and prepare a variety of material for use in conversation lessons, reinforcing topic vocabulary and grammatical structures covered in class and encouraging pupils to be adventurous with language.
- To play a key role in the Little Linguists Programme, teaching Spanish through stories, songs and games to children in the Nursery, Pre-Reception and Reception classes.
- To support the teachers in the Modern Languages Department with the running of whole school events such as European Day of Languages; preparing entries for national language competitions and leading enrichment activities.
- To assess and record the progress of pupils, reporting to the class teacher and Head of Modern Languages.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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Person Specification

QUALIFICATIONS/ EXPERIENCE	ESSENTIAL	DESIRABLE
Educated to degree level		√
Native Spanish speaker	√	
A good command of English	√	
Experience of working with individuals and small groups of young people		√
Experience working with EYFS and/or primary pupils		√
KNOWLEDGE/ SKILLS		
The ability to discuss topics in Spanish up to A level standard and an interest in promoting Spanish culture, history, literature and film	√	
Excellent organisational skills and the ability to plan time effectively	√	
Able to work to specific instructions, and also use own initiative	√	
Effective communication skills	√	
The ability to establish and maintain good working relationships with all school staff, parents and pupils	√	
The ability to enthuse, motivate and develop pupils to the best of their ability.	√	
PERSONAL QUALITIES		
A willingness to work flexibly as part of a team	√	
A professional manner and attitude	√	
Ability to relate to children with understanding in an open, calm and friendly way	√	
A patient, firm and fair approach	√	
Trustworthy, responsible, reliable and punctual	√	
COMMITMENT TO		
The School's ethos	√	
High quality care and education	√	