JOB DESCRIPTION

Job Title:	Language Assistant (Spanish)	**Department:**	Spanish
Hours of Work:	21 hours per week (Wednesday, Thursday and Friday)		
Responsible To:	Head of Spanish	**Responsible For:**	N/A

Summary of Role:
A Spanish graduate or a Spanish native speaker is required to assist the students with their speaking skills & to assist the department with administrative tasks. The role will also involve some teaching responsibilities, so we are looking for a confident, enthusiastic and capable individual who is comfortable leading learning activities and engaging with students.

Spanish Department Duties:

20 hours per week are spent helping in the Spanish department – the Head of Department will organise individual timetables and discuss duties and responsibilities. These include:

- To prepare and carry out conversation lessons with Year 10, 11, Lower 6th & Upper 6th and to help the teacher in mixed ability classes. It is the responsibility of the Assistant to keep record of student's attendance and performance, for each lesson.
- To plan and deliver two weekly lessons to a year 8 Spanish fast-track class and to set and mark their work in accordance with the department's guidelines. To provide half-termly grade reports and to write a full report once a year for the students in that class.
- Support in the Department and the Students:
  - Organisation and upkeep of the department's display boards.
  - Helping with exams and exam procedure, especially Public Exams.
  - Helping with Department's documentation.
  - Photocopying for End of Unit test or students' learning material.
  - Helping with the keeping and development of the department's resources materials for A Level and GCSE.
  - Helping with the production of the Department's ICT material and visual aids from Years 7 to Upper Sixth.
- To accompany Woldingham students on school trips.
- The assistant is expected to meet the Head of Department (HOD) once a week to talk about what shall be completed within the next week with classes and what administrative work needs to be done.
- Help during the Open day.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• Create a happy, challenging and effective learning environment. • Use effective strategies to monitor motivation and progress / Provide feedback in relation to progress and achievement • Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge • Provide feedback to pupils in relation to progress and achievement under the guidance • Confident in using ICT for a range of purposes • Support pupils consistently whilst recognising and responding to their individual needs. • Promote the inclusion and acceptance of all pupils. Encourage pupils to interact with others and engage in activities led by the teacher. • Liaise with the head of department and the rest of the teachers, to support achievement and progress of pupils. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes	• An understanding of the principles of good classroom management. • Promote independence and employ strategies to recognise and reward achievement. • Ability to challenge and support all pupils to do their best.
Teamwork and Communication	
• Communicate effectively (both orally and in writing). • Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit • Ability to work independently and as part of a team • Acting as a role model and setting high expectations. • Sensitivity to the needs of others • Enthusiasm, commitment and energy. • Good organisational and interpersonal skills. • Openness and willingness to address and discuss relevant issues • Develop good personal relationships within the team. • Ability to work constructively as part of a team. Flexibility. • Establish constructive relationships with pupils and interact with them according to individual needs.	• Ability to motivate others.

Ethos and Whole School Values	
• Able to operate at the heart of the school community • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care	• Willingness to contribute to whole school initiatives, and support school improvement programmes • Set challenging and demanding expectations and promote self-esteem and independence
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

Terms and Conditions

Start Date: ASAP
Working hours: This is a part time, fixed term, term time only position for 21 hours per week (Weds to Friday); however, the Language Assistant is also required to be available to attend INSET days and for periods prior to and at the end of terms.
Salary: 0.41 FTE £11,070 to £12,300 per annum (FTE £27,000 to £30,000)
Pension: Auto enrolled into the School's pension scheme, which includes life assurance.
Lunch: Complimentary lunch, when on duty, in the Dining Room.
Parking: There is free parking on site.
Gym and Pool: There are staff sessions for use of these facilities.
Fees: School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all the normal entrance requirements.