**JOB DESCRIPTION**

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| **Job Title:** | Language Assistant (Spanish) | **Department:** | Spanish |
| **Hours of Work:** | 16 hours per week in the department | | |
| **Responsible To:** | Head of Spanish | **Responsible For:** | N/A |

**Summary of Role:**

To assist the students with their speaking skills & to assist the department with administrative tasks.

**Spanish Department Duties:**

**Weekdays – during school hours**

16 hours per week are spent helping out 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 out 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.
* Support the Bilingual Students - either taken out of their normal Spanish lessons or outside the timetabled lesson if needed.
* 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**

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| **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. | * 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 Benefits**

* **Start Date:** September 2021
* **Working hours**: This is a part-time role, term time only, although flexibility in these working hours will be required to meet the demands of the role.
* **Salary**: Competitive
* **Lunch:** Complimentary meals in the Dining Room.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **EAP.** Employment Assistance Programme