**JOB DESCRIPTION**

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| **Job Title:** | Language Assistant (Spanish) | **Department:** | Spanish |
| **Hours of Work:** | 16 hours per week in the department (option to discuss additional hours as a resident tutor) | | |
| **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 days.

**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 2022
* **Working hours**: This is a 1 Year fixed-term, part-time role, term time only, although flexibility in these working hours will be required to meet the demands of the role. There is an option to discuss additional hours worked as a resident tutor, and this can be discussed at application stage.
* **Salary**: Competitive
* **Lunch:** A complimentary meal is provided in the Dining Room, when on duty.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **EAP.** Employment Assistance Programme