winstanley college

ROLE SPECIFICATION

**JOB TITLE:** Part-time Language Assistant (Spanish)

**REPORTING TO:** Head of English and Modern Languages

The Role of the Language Assistant is to:

#### Deliver speaking tutorials to small groups (approximately 3 or 4) of A-level students

#### Encourage the students to speak in the target language

#### Reinforce topic vocabulary and grammatical structures through appropriate oral activities

#### Explore and develop an awareness of the culture, society, people and way of life in French speaking countries

* Take into account the needs of the individual and be prepared to operate on differentiated levels
* Prepare thoroughly for your classes and implement differentiated speaking activities
* Select and use appropriate and relevant materials in class
* Assist staff in the research and development of teaching materials
* Conduct mock speaking exams and assess student performance

#### General

1. To work within the support staff team, assisting with cross-college activity and cover for other members of support staff as appropriate.
2. To be responsible, while at work, for ensuring that reasonable care is taken for one’s own health and safety and also for the health and safety of others.
3. To be responsible and take ownership for one’s continuous personal development, undertaking relevant training as and when appropriate, including appropriate Health and Safety Training.
4. To be responsible for any other task identified by the Line Manager as falling reasonably within the scope and range of the position.
5. The College reserves the right to amend any job description in consultation with the employee to reflect changes in the duties of the post.

#### Terms and Conditions

Hours of work: 15 hours per week, term time only between the hours of 8.30 a.m. to 4.30 p.m. (as agreed with the Head of Department.

There is a contributory Occupational Pension Scheme and other Sixth Form Colleges terms and conditions accompany this position.

Salary – points 18-21, starting at £17,100 pro-rata (actual **£6,079** per annum) rising to £18,125 pro-rata (actual: **£6,443** per annum).

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**PERSON SPECIFICATION – Permanent Part-time Language Assistant (Spanish)**

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| **Qualifications and Attainments**   * Degree * Disclosure and Barring Service check – enhanced level | **/**  **/** |  | AF and interview  Appointment |
| **Training, experience and knowledge**   * Excellent Spanish speaker * Experience of having lived in Spain * Ability to develop materials for use in speaking tutorials * Ability to work with small groups of Spain students to improve their spoken Spain * Willingness to undertake CPD including health and safety training | **/**  **/**  **/**  **/** | **/** | AF and interview  AF  AF and Interview  AF and Interview  AF and Interview |
| **Personal skills and attributes**   * Possess excellent oral and written communication skills * Display initiative, be positive and enthusiastic * Ability to prioritise, organise and coordinate workload * Effective team player * Flexibility and readiness to undertake a wide range of tasks * A clear commitment to the College’s safeguarding and equality and diversity strategies. | **/**  **/**  **/**  **/**  **/**  **/** |  | AF and Interview  AF and Interview  AF and Interview  AF and Interview  AF and Interview  AF and Interview |

It will be helpful if you address these criteria in your application and any other experience you have had that you think may be relevant to the job description.