

LANGUAGE ASSISTANT (SPANISH)

Salary: British Council Rates

Key focus: Improving Students' Achievements

Line Manager: Curriculum Manager

Job Purpose

The Foreign Language Assistant reports directly to the Curriculum Manager in their specific language area.

The Foreign Language Assistant post holder will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

- Delivering weekly conversation classes for enrolled students, each lasting approximately 30 minutes, and totalling no more than 12 hours per week (unless alternative arrangements are made and/or the assistant agrees to a contractual amendment of working hours).
- A limited degree of preparation (no more than 1 hour weekly) towards these classes, as agreed with the Curriculum Manager on an ongoing basis.
- Attend a weekly or bi-weekly catch-up meeting (or as per alternative arrangements) with the Curriculum Manager.
- Track individual student progress on an ongoing basis following a monitoring system as agreed with/implemented by the Curriculum Manager.
- Organise and facilitate mock oral examination(s) in accordance with the college examination calendar.
- Attend relevant college-wide compulsory training and meetings and events relating to Safeguarding/CPD, as agreed with the Curriculum Manager.

Knowledge, Skills and Experience Required:

- Enthusiasm for subject area
- Ability to engage with students, inspiring learning and promoting success
- A genuine passion for the subject
- Excellent subject knowledge and a desire to build on this
- Enthusiasm for working with 16-18 year old students
- Outstanding communication skills
- Competence in the use of IT

The College has an uncompromising commitment to the safeguarding of our students.