

St Helen's School

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Spanish Language Assistant – Job Description



Spanish Language Assistant

The Purpose

The purpose of the Spanish Language Assistant is to support the delivery of high-quality Spanish teaching by working collaboratively with teachers and providing engaging opportunities for students to develop their speaking, pronunciation, listening and cultural understanding. The role will also contribute to students' academic progress and examination preparation, while enriching the Spanish curriculum through creative activities, authentic resources and wider cultural experiences.

The Post

St Helen's is looking to appoint a Part Time Spanish Language Assistant to start September 2026. The role will report directly to the Head of Spanish.

The role will require you to work five days per week, Monday to Friday, from 09:00am-15:00pm with a one-hour unpaid break. Salary is £19,145.94 per annum based on FTE £38,072.72.

Main Responsibilities

To follow the programme of work set by the Head of Spanish, which includes:

- Work with the teacher in the classroom (team teaching)
- Work on your own with small groups or individual students
- Give students practice in speaking, pronunciation, and comprehension
- Plan activities and games to complement the planned curriculum, using authentic materials
- Work on specific topics or grammar points, as needed by students
- Help prepare students for IGCSE / A-level oral examinations, familiarising yourself with the exam requirements
- Assist with any culturally relevant clubs at lunchtimes
- Liaise with the Head of Spanish or the class teacher regarding the curriculum and student progress
- Plan a project over the year, to promote and support the work of the Spanish department
- Any other reasonable task that the Head of Spanish requests

The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Minimum requirement: A Level Spanish qualification or a native-level speaker of Spanish
- Passion for the language
- Ability to enthuse pupils across different key stages to develop their aptitude of Spanish.
- Team player
- Pro-active

APPLICATION PROCESS

Closing date: 9.00am Monday 24th August 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

