

Post	Foreign Language Assistant - Spanish
Hours	8 hours each week for 29 weeks Fixed Term 28 th September 2026 to 31 st May 2027
Grade	Spine Point 13
Salary	£30,444.00 per annum £4,481.15 per annum actual pro rata salary
Responsible to	Head of Subject: Spanish
Closing Date	9am Monday 15 th June 2026

Purpose of the Post

Under direction of the Head of Subject, to help students develop their oral fluency and support native and non-native students of Spanish in their preparation for the oral part of A Level public examinations.

Duties and Responsibilities

- To support the teaching of Spanish by helping students to develop their oral fluency.
- To have a clear understanding of the requirements of each speaking examination, with appropriate guidance from the Head of Subject.
- To help students to prepare for the A Level speaking exam by taking small groups or pairs for oral practice.
- To monitor attendance at oral classes, reporting absences to the Head of Subject
- To support the teaching of Spanish by finding and collating interesting authentic language resources.
- To be willing to accompany teachers on trips and excursions where appropriate.
- Such other duties as may reasonably be requested by the Principal.

Additional Information

- We are happy to discuss reasonable adjustments to enable candidates to perform the role.
- All duties must be carried out in accordance with relevant Health and Safety legislation and good practice.
- The post holder is required to work in accordance with both organisational and personal responsibilities for data protection as outlined in College policy documents.
- The salary will be dependent on qualifications and experience. Sixth Form College sector conditions of service apply, which are very similar to schools' sector arrangements and salaries are reviewed by national negotiation with effect from 1st September each year.
- College support staff are eligible to join the national Local Government Pension Scheme.

Safeguarding

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- All staff are expected to keep up to date with relevant College policies and procedures and attend annual safeguarding training.

Review

This is a description of the job as it is presently constituted. The above are the main areas of responsibility and are not intended to be a comprehensive list of all administrative duties that are seen as part of the post.

The detailed duties may vary from time to time without changing the general character or level of responsibility entailed

Person Specification**Essential**

1. Native-level fluency in Spanish
2. Excellent written skills in Spanish
3. Excellent knowledge of Spanish grammar
4. Good communication skills in written and spoken English.