

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Spanish
Language
Support
Assistant



Job Description and Person Specification

Job Title: Spanish Language Support Assistant

Queenswood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Purpose of the Job

The Spanish Language Assistant plays a vital role within the Modern Foreign Languages Department at Queenswood, particularly in supporting students at GCSE. This is an exciting opportunity for a fluent Spanish speaker to contribute meaningfully to students' language development, particularly in oral fluency and cultural awareness.

Language Assistants are primarily responsible for working with small groups of pupils to enhance their conversational Spanish and prepare them for oral examinations.

Key Responsibilities

- Conduct small-group conversation sessions with GCSE Spanish students to improve oral fluency.
- Support students in preparation for public oral examinations by understanding assessment criteria and exam specifications.
- Work closely with language teachers to align activities with the curriculum and ensure lessons are prepared in advance.
- Use materials for discussion and oral practice. Contribute to language-related tasks during preparation time, such as sourcing authentic materials.
- Record student attendance for conversation sessions, and contribute brief reports when requested.
- Help enrich the overall language learning experience through cultural input and enthusiasm for the Spanish language.

Person Specification

Essential

- Native or near-native fluency in Spanish.
- Passion for language education and working with young people.

- Strong interpersonal and communication skills.
- Proactive, reliable, and well-organised.

Desirable

- Experience working in a school or educational setting.