



**KING EDWARD VI
CAMP HILL
SCHOOL FOR GIRLS**

Educational excellence for our City

Foreign Language Assistant: Spanish

From: Beginning of Oct 2024

To: End of May 2025

Job Description:

Position: Spanish Foreign Language Assistant

Responsible to: Subject Leader, MFL

Term: Beginning of October 2024 to end of May 2025

Hrs per week: 8 hours a week

Salary: SCP 22, Actual Salary £6,038.07

Job purpose: To support the wider teaching team with the languages department, ensuring that students are exposed to a high quality of spoken and written Spanish.

Key Responsibilities:

- Work independently with small groups of pupils or individual pupils, as advised by the Spanish department staff.
- Support Spanish teachers in the classroom by assisting students with reading and writing.
- Prepare a range of resources to support students to develop their spoken language skills.
- Introduce and contribute to group discussions and role-plays in Spanish.
- Work on specific topics with small groups of students.
- Assist with delivering booster sessions for students who require it.
- Support in all departmental events as appropriate.
- Commitment to the safeguarding of children and young people.

General

- Promote and safeguard the welfare of students you come into contact
- Be aware of and comply with the policies and procedures relations to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Attend and participate in all relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and learning activities and performance development as required