



Job Description

Language Assistant (Spanish)

Responsible to: Head of Department/Faculty

Key responsibilities: Responsible for providing conversational practice in Spanish to GCSE and A-level students with the aim of developing students' confidence in the speaking and understanding of their target language, as well as providing cultural stimulus and supportive preparation for external examinations.

Responsibilities and Actions

Language Assistants are expected to:

- Attend College each week in accordance with an agreed timetable.
- Deliver 10 minute conversation sessions for groups of two or three Y10/Yr11 language students.
- Deliver 20 minute individual conversation sessions for Y12 and Yr13 language students.
- Mark students' answers to topic-based questions for language and give feedback orally about how to improve answers.

Conversations can be based on magazine articles, current affairs issues, examinant syllabus topics, DVDs etc. and should not include preparation time.

- Ensure each student receives the required number of sessions per academic year, rescheduling missed students where necessary.
- Provide feedback to the class teacher on individual student progress when appropriate (for example, if a student has failed to grasp a particular area of vocabulary or grammatical construction, or conversely if a student is making good progress).

Language Assistants are **not** expected to:

- Take sole responsibility for classes
- Undertake administrative tasks other than the maintenance of the agreed weekly timetable and overall schedule for the academic year.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of Department/ Faculty.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.