

JOB DESCRIPTION

Post:	Spanish Language Assistant
Responsible to:	PTL English, Languages & IB
Salary:	£20.01 per hour Fixed point 39 Fixed term from 1 st October 2024 – 31 st May 2025
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	To help students to develop their oral fluency in preparation for public examinations (A Level and IB).
Specific Duties:	<p>To support the teaching of Spanish at all levels by helping students to develop their oral fluency.</p> <p>To have a clear understanding of the requirements of each speaking examination, with appropriate guidance from the Spanish subject lead</p> <p>To help A Level and IB students prepare for the speaking part of public examinations.</p> <p>To monitor attendance at oral classes, reporting absences to the Spanish subject lead</p> <p>To feed back into the reporting process by providing comments of students' progress, attitude, and effort</p> <p>To provide extra support for students who might be struggling in Spanish as directed by the Spanish subject lead.</p> <p>To support teaching of Spanish by finding and collating interesting authentic language resources</p> <p>To plan, research and share exciting student-centred activities.</p>

To support the department with the production and development of new resources

To be willing to support college marketing events and the Languages Academy programme and accompany teachers on trips where appropriate.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

SPANISH LANGUAGE ASSISTANT

Applicants should be able to demonstrate the following:

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Non-native speaker: Educated to good degree standard (or equivalent) in Spanish. • Native speaker: some experience in teaching Spanish 	<ul style="list-style-type: none"> • Ability to speak another Modern Foreign Language
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of current affairs linked to Spain and Spanish-speaking countries 	<ul style="list-style-type: none"> • Experience working with young people in an educational environment • Other tutoring/teaching experience
Skills	<ul style="list-style-type: none"> • Native-level fluency in Spanish • Excellent written skills in Spanish • Excellent knowledge of Spanish grammar • The ability to encourage pupils and develop confidence and resilience • Organised and able to prioritise workload 	
Personal Qualities	<ul style="list-style-type: none"> • Interested in Spanish language, history, culture and literature • Flexible • An inclusive manner and the ability to work collaboratively in a team 	

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.