

JOB DESCRIPTION

SPANISH LANGUAGE ASSISTANT

Reports to:	Head of MFL Department
Responsible to:	Sub-Warden Academic and Sub-Warden
Contract:	Temporary. To begin from August 2025 and will end August 2026 (exact dates to be confirmed)
Salary:	The basic salary for the period of employment will be £27,076 (per annum) payable in twelve equal monthly instalments on the 25 th of each month between September 2025 and August 2026.
Contracted hours:	Full-time and term-time only

1. Role Purpose

The MFL department is made up of members of Teaching staff, Language Teaching Assistants (LTA) and Technician(s). French, German, and Spanish are all offered as part of the curriculum. In addition, Italian, Mandarin, and Russian are currently offered as extra-curricular languages.

All pupils in Years 9 – 11 study at least one language, with many opting for two; there are healthy numbers in the Sixth Form across the languages. The Teaching Language Assistant will be able to communicate his/her enthusiasm for the language, country and culture of the language that they teach to pupils in a well-organised manner.

The role of Teaching Language Assistant will allow those interested in pursuing a career in teaching to gain relevant experience and training, along with the opportunity to acquire skills which may be of benefit for future careers in other areas.

2. Role Dimensions and Scope for Impact

The position will give the successful candidate the opportunity to experience life at a leading independent boarding school, to acquire and develop teaching skills, and to make a significant contribution outside the timetable to the School's extra-curricular activities and in the super-curricular programme for academic extension.

LTAs play a part in the boarding and co-curricular life of the School and are full members of the School's Common room.

3. Principal Accountabilities

Core Responsibilities

- To teach up to 42 periods per cycle (to be determined, dependent on numbers of pupils taking up languages in the Sixth Form)
- Developing ideas for pupil enrichment in the field of MFL
- To play a full part in the life of the MFL department
- Conducting regular speaking classes with individuals or small groups of pupils in the Sixth Form
- Keeping up to date (under the guidance of the Head of MFL) with oral examination requirements and being responsible for producing resources for conversation lessons
- Assisting with the spoken language in Lower School classes, including bilingual programmes
- Helping with planning and overseeing MFL Society activities (cinema viewing, debates, dining etc.)
- Contributing to updating resources on the intranet, displays etc.
- Helping with exam marking in the reasonable discretion of the MFL department
- Performing duties in a designated boarding house to which they are linked, potentially providing tutorial support to the Housemistress or Housemaster
- Assisting with the School's weekly activities and co-curricular programme

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time to time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Knowledge, Skills, Experience and Personal Attributes

Qualifications

A good honours degree	Essential
The ability to speak entirely fluently in Spanish (preferably native level of ability)	Essential

Knowledge and understanding

Demonstrable knowledge of Spanish speaking countries in order to bring cultural familiarity and awareness to the role and to share this with pupils	Essential
Good people skills including an interest in, and empathy with young people	Essential

Skills

Fluent in the relevant language	Essential
Good communication skills, with the ability to relate to pupils, parents and staff	Essential
Ability and willingness to work both collaboratively and independently	Essential
Excellent organisational and administrative skills	Essential

Experience

Experience in working within a classroom environment	Essential
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Safeguarding and protection of young people	Essential
Experience in pastoral care and pupil wellbeing	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential

5. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

6. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

7. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

8. Hours of work

The School operates a 12-day cycle timetabled over a two-week period. Timetabled lessons last 45 minutes and take place between 8.30am and 4.30pm on Monday to Friday and between 8.30am and lunchtime on a Saturday.

9. Accommodation

Accommodation in North Oxford may be available and should be applied for using the School's Accommodation Policy.

10. Holiday

This is a term-time only role. The remainder of the weeks are non-working weeks of which 5.6 weeks (pro-rata to hours worked if part time) count as paid holidays. Leave weeks would typically be considered during October Exeat, end of Autumn term (Christmas break), February Exeat, end of

Spring term (Easter break), May Exeat and end of Summer term (Summer break till the end of the School's academic year).

11. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

12. Probationary period

The appointment is subject to a probationary period of three months.

13. Organisation Chart

