

Job Advert Adult Education Tutor: Spanish Role

Hours per week: 7.5 - Term Time only. Tuesdays 2:00-6:30; Wednesdays 2:30:- 6:30 (Days subject to change). Term Time only.

Week Paid: 45.25

Pay: support staff pay scale M11 (£33,486 - £36,371 FTE) - Actual Salary (£5907 - £6415)

Contract type: 1 year Fixed Term

Start Date: September 2022

Closing Date: 31 August 2022

Interviews: Week Beginning 5 September 2022

We reserve the right to shortlist and interview early if the right applicant presents.

The Bilingual Primary School offers a unique opportunity to work in a bilingual setting in Spanish and English. The successful candidate will have the advantage of working as part of a friendly, motivated team committed to learning Spanish during an exciting phase of the school's development.

We are a unique school with an inclusive vision to provide quality bilingual education for all children. To support this, we are looking for an excellent adult education tutor who will support the learning of Spanish for all staff in the school who are not already fluent. This will include weekly lessons for those at the initial stages and fortnightly lessons for those at higher levels of proficiency which will alternate weekly. The role will also include the development of weekly Spanish language lessons for the wider community

The tutor appointed will have the opportunity to make a difference and to gain experience of innovating, creating and leading within an environment of professional autonomy and trust.

This role will suit tutors from Further Education, University or other adult learning organisations who have the desire to be part of our innovative project.

We are looking for excellent tutors who love teaching and:

- First language level (C2) Spanish, an in depth knowledge of grammar and the best way to teach for competency and accuracy
- Have experience writing successful courses for adult learning
- Is motivated and flexible
- Is committed to Safeguarding and data protection
- Can inspire and motivate adult learners in language learning
- Who aspire to promote our core drivers of autonomy, curiosity, perseverance and collaboration
- Form positive, proactive partnerships with colleagues, parents and carers with a strong focus on developing effective strategies for communication.

Purpose of the job:

- To ensure Spanish learning provision for all staff- particularly those involved in teaching children. This should be designed to support staff moving forward through the CEFR levels towards B2 and beyond.
- To provide opportunities for community members other than staff and pupils to learn Spanish.

Key duties:

- Plan and teach 2 x 1 hour sessions weekly for school staff at 3 different levels. Weekly lessons for those working towards A2 and fortnightly for those working beyond this level.
- Plan and teach 2, 2 x 1hr lessons for parents of pupils and other community members at 2 different levels including complete beginners (A1) these should be for groups up to at least 20 each.
- To plan provision for all staff who need to / want to learn Spanish including ensuring access to resources and making initial and ongoing assessments of levels.
- Coordinate and liaise with Instituto Cervantes regarding BPS being a DELE centre
- Market Community language lessons and DELE exams in school to generate income for school

We welcome visits to the school from interested candidates. Please contact the school to make an appointment.

The governors of our school are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The successful applicant will need to undertake an Enhanced Disclosure via the DBS.

Apply now

Please note that we only accept electronic applications and do not accept CVs. Please send your completed application form to info@bilingualprimaryschool.org.uk

Please call 01273 916212 or visit www.bilingualprimaryschool.org.uk for more information.

For further information, see the Person Specification below.

Bilingual Primary School

PERSON SPECIFICATION

Job Title:	Adult Learning Tutor
Reports to:	Headteacher

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • A recognised teaching qualification e.g. DTLLS, PCET, PGCE or QCF Level 5 Diploma in Education or equivalent learning and development experience • Assessors qualification is desirable • Knowledge of current teaching and assessment methods • Knowledge of community learning and how to meet the needs of dis-advantaged learners • First language level Spanish
Experience	<p>Experience of:</p> <ul style="list-style-type: none"> • Quality adult teaching skills including ability to assess individual needs and development. • Experience teaching Spanish to Adults • Experience writing courses for adult learning
Skills and Abilities	<p>Good, proven and demonstrable:</p> <ul style="list-style-type: none"> • Adult teaching skills including ability to assess individual needs and development. • Oral, written, and presentation skills • Interpersonal skills to maintain effective relationships with students and colleagues • Competent IT skills in relation to the development of resources and delivery methods • Administrative and organisation skills
Equalities	<ul style="list-style-type: none"> • To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Desirable Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • Assessors qualification is desirable • Higher level of qualification in education and / or leadership
Experience	<p>Experience of:</p> <ul style="list-style-type: none"> • Working with the DELE exams • Working with international organisations such as Instituto Cervantes • Experience of marketing adult learning courses