

Job Title	Specialist Bilingual Teaching Assistant (Spanish Speaking)
Contract type:	Permanent
Start Date:	April 2023 or as soon as possible thereafter
Hours worked:	34 ¼ hours per week (<i>Distributed between 8:45 and 4pm Monday-Friday with some flexibility e.g. M, W, Th 8:45-4pm, F: 8:45-3:30pm, T, 8:45-5pm</i>)
NJC Scale	5 - Pts 12-17 (£24,496 - £26,845 per annum pro rata), starting at Pt 12
Actual Salary:	Starting salary: £20,560
Weeks paid	47.15
Closing Date:	Thursday 30th March 2023 (midnight)
Interview Date:	Wednesday 18th April 2023

We are looking for a Specialist Bilingual Teaching Assistant fluent in Spanish to support teachers in class with the teaching of our Spanish literacy programme and other subjects taught in English or Spanish.

As well as daily in-class support and duties, the role will involve supporting planning, preparation and assessment; working alongside teachers to develop their use of Spanish in the classroom. The role will also include occasionally covering teachers for short term absences.

We are looking for someone who loves working with children and:

- Is fluent in both Spanish and English (spoken and written);
- Has experience of leading learning with primary age children in a school setting;
- Works exceptionally well with other people and values team work;
- Is able to work as directed and uses initiative when needed;
- Can adapt quickly to change and enjoys a challenge

We reserve the right to interview before the closing date should the right candidate apply so please apply early.

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.

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

Apply now:

Application form – will be attached

Job description – will be attached

Electronic applications only will be accepted. Please note that CVs will not be accepted.

Please email your completed application form to info@bilingualprimaryschool.org.uk. For further information or a visit to the school please call 01273 916212

JOB DESCRIPTION

JOB TITLE: Specialist Bilingual Teaching Assistant - Level C

SECTION: Schools

Please note: this Job Description is based on the national generic job description for the grade. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

Text in bold font indicates the key level responsibilities for this role.

Text in blue indicates responsibilities specific to this role at the Bilingual Primary School

1. PURPOSE OF JOB

To work under the guidance of teaching / senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals / groups, in or out of the classroom. **To ensure that the Spanish language is promoted and that the correct use of the language is modelled during sessions taught through Spanish immersion, including supporting staff in planning, language development and use in the classroom.**

This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- **Use specialist (curriculum / learning) skills / training / experience** to support pupils
- **Promote the use of correct Spanish by all pupils**
- Assist with the development and implementation of ILPs
- Establish **productive working relationships** with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- **Support pupils consistently, whilst recognising and responding to their individual needs**
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities

- **Promote independence and employ strategies to recognise and reward achievement of self-reliance**
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- **Work with teachers to ensure correct use of Spanish is modelled.**
- **Work with the teacher to establish an appropriate learning environment**
- **Work with the teacher** in lesson planning, **evaluating and adjusting** lessons / work plans as appropriate - **particularly with regard to the use of Spanish in planned lessons.**
- Monitor and **evaluate** pupils' responses to learning activities through observation and planned recording of achievement against **predetermined learning objectives**
- Provide **objective and accurate** feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, **ensuring the availability of appropriate evidence**
- **Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested**
- **Undertake marking of pupils' work and accurately record achievement / progress**
- **Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour**
- **Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed**
- Administer and assess routine tests and invigilate exams / tests
- Provide general clerical / admin support e.g. administer coursework, **produce learning materials for agreed activities, translate learning materials and resources into Spanish etc**

Support for the Curriculum

- **Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs**
- **Implement** local and national learning strategies and the [BPS agreed spanish literacy curriculum](#) e.g. literacy, numeracy, early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- **Help pupils to access learning activities through specialist support**
- **Determine the need for** and prepare and maintain general and **specialist** equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school including the bilingual vision and strategy
- **Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils**
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- **Recognise own strengths and areas of expertise and use these to advise and support others**
- **Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate**
- **Undertake planned supervision** of pupils' out of school hours learning activities
- **Supervise** pupils on visits, trips and out of school activities as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: **Specialist Bilingual Teaching Assistant - Level C**

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- **NVQ 3 for Teaching Assistants or equivalent qualification or experience**
- **C2 (CEFR) Level in Spanish in all 4 disciplines (First language level)**
- **Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area, e.g. **bilingual**, ICT, Maths, English, CACHE etc**
- **Full working knowledge** of relevant policies/codes of practice and awareness of relevant legislation
- **Working knowledge of** national/foundation stage curriculum and other basic learning programmes/strategies
- **Understanding of principles** of child development and learning processes
- **Understanding of classroom roles and responsibilities and own position within those roles**

Experience

- Experience of working with children of relevant age

Skills/Abilities

- **Very good** numeracy / literacy skills
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Can use ICT effectively to support learning
- Effective use of other equipment technology - video, photocopier
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.