



# BHASVIC

## SPANISH LANGUAGE ASSISTANT

**Required to start 1 September 2024**

**Fixed Term , Part-Time (10-12 hours per week, TBC after student enrolment), Term-Time only (36 weeks per year).**

We have a fixed term vacancy for a Language Assistant to join the Languages and Culture Department. You will be a fluent native speaker or be a completely fluent non-native speaker who is keen to help students develop their oral skills and confidence in Spanish and to help prepare them for their oral examination.

As a college, we are ambitious for our students, and we are seeking to appoint staff who can bring the right blend of flexibility, commitment and energy to the post. The successful applicant will be placed on a part time, term time only contract, for between 10-12 hours per week (depending upon the number of students next year). Ideally these hours would be worked over 2-3 days. There is a degree of flexibility with which days.

The post will be worked across 36 weeks per year (during term time, the exact weeks to be agreed). The exact timetable will be determined by the Head of Department however please note that your weekly hours are based on an average over the 36 weeks and will vary from time to time. **In particular, between the middle of April and the middle of May, your services may be required on different days and times and may be more days than in your normal timetable.**

### **Pay Pensions and Safeguarding**

**The pro rata salary for this post will range between £6,282 per annum (for 10 hours, FTE 0.4348) up to £7,538 per annum (for 12 hours, FTE 0.5217) and includes 5.2 weeks of holiday pay.** This salary is based on spine point 15 within grade 5 of the support staff pay spine for which the current full-time salary is £29,346 per annum, rising to £32,259 per annum over four years subject to satisfactory performance.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 5.5% of your gross salary and the College contribution would be 19.5% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

### **The Languages and Culture Department**

The department offers A-level French, German and Spanish and also the same languages as non-certified introductory courses. Results in all courses are consistently strong. All students are supported with a thorough induction programme and a strong course structure with clear target setting for individual learners. Focussed guidance on progression into Higher Education has led to a growing number of students opting to continue with languages after finishing at BHASVIC.

We provide an established programme of independent learning supported by a fully resourced language centre. Our aim is to develop the knowledge, skills and experience of all of our students in a stimulating and varied learning environment. We look to exploit diverse teaching and learning methods within the department so that all students can access the understanding and knowledge needed to prepare them



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effectively for examination and beyond. We believe that students should have access to a wide variety of learning experiences to stimulate and fire their interest.

## HOW TO APPLY

For details of how to submit your application, please visit our website [www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

**Please complete Parts 1 and 2 of the job application which can be found on our website.**

**Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.** Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

## PART 2

- **Your personal statement should ONLY address the criteria which has been highlighted in orange NUMBERED 2, 3, 5, 6 and 7 in the person specification that can be found in these job details.** Please use the numbered criteria as headings. When writing your statement, please give examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day. Your personal statement should not be longer than 2 sides of A4, 12 point font size. It is very important that your application is in the format requested.
- **Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

The deadline for receipt of applications is **9am on Wednesday 3 July 2024**

Interviews will take place on **Tuesday 9 July 2024**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(June 2024)



## JOB DESCRIPTION

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<b>POST TITLE:</b>	Language Assistant (Spanish)
<b>DEPARTMENT:</b>	Languages and Culture
<b>RESPONSIBLE TO:</b>	Head of Languages and Culture Department
<b>CONTRACT:</b>	Approximately 10-12 per week, 36 weeks per year (term time only)

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**PURPOSE OF JOB:** To help students develop their oral skills and confidence in the language they are studying and to help prepare them for their oral examinations.

### SPECIFIC DUTIES:

- To plan and deliver a scheme of work that enables the students to develop their spoken language skills in preparation for their public examinations, in small groups and on a 1 to 1 basis as the exams approach.
- To be thoroughly familiar with the A-level specification in order to prepare students to discuss the topics covered in the linear exam syllabus.
- To undertake initial assessment of the language skills of the student groups, and to recommend early changes to group composition (e.g., bilingual student groupings) as necessary
- To assess the students' spoken language against exam board criteria at agreed points in the year, record results in the Departmental Mark book and provide feedback.
- To prepare each A2 student for their linear oral exam, and to provide a 20 minute 'warm up' session prior to their oral examination. Please note that the 'warm up' sessions may not be timetabled on your normal working day and flexibility will be required at this point in the year.
- To liaise with the college's Languages and Culture staff and to alert the course leader if there are problems in the group (students failing to prepare for lessons or to take an active part).
- To attend a department meeting once per term, and to participate in the annual departmental review and planning event.
- To keep full records of lesson content and student progress including a class register, using the College's electronic registration system, reporting absentees to the course leader.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

(June 2024)



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## PERSON SPECIFICATION

We are looking for someone who can show evidence of the following skills, experience and attributes.

Please **ONLY** address the criteria which has been highlighted in **orange NUMBERED 2, 3, 5, 6 and 7** in your personal statement. Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.

Your personal statement should not be longer than 2 sides of A4, 12 point font size

	Essential	Desirable	Method of assessment
<b>Skills</b>			
1. To be a native speaker, or to be completely fluent, in the target language	X		Application/ Interview/ Assessment
2. An ability to motivate and work effectively with students of mixed ability, both on a one- to-one basis and in a group setting	X		Application/ Interview/ Assessment
3. Interpersonal skills to work productively with students (16-19 age group)	X		Application/ Interview/ Assessment
4. The ability to work effectively, both alone and as part of a team	X		Interview
5. Good organisational skills	X		Application/ Interview
<b>Knowledge and experience/qualifications</b>			
6. To be qualified at degree level or equivalent and to have an in-depth and up-to-date knowledge of the culture of a relevant foreign country.	X		Application/ Interview
7. The ability to assess students accurately against assessment criteria for spoken language, and to give constructive feedback.	X		Interview/ Assessment
8. Experience of using IT for administrative tasks e.g., to create resources, record progress and attendance	X		Assessment (Interview)
<b>Other</b>			
9. Willingness to attend meetings and undertake appropriate training	X		Interview
10. An understanding of and commitment to the values given in the BHASVIC <a href="#">Staff Code of Conduct</a> , the <a href="#">Equality, Diversity and Inclusivity Policy</a> , the <a href="#">Child Protection and Safeguarding Policy</a> .	X		Interview
11. Previous relevant experience within an educational establishment.		X	Interview