



Sutton Coldfield Grammar School for Girls

Application Pack for Spanish Language Assistant

Start date: **September 2025**

Closing date for applications: **9.30 am on Tuesday 1st July 2025**

Interview date: **Friday 4th July 2025**

Part-time, term-time only, fixed-term contract until June 2026

7 hours (8.30am – 4.00pm), one day per week

Full-time equivalent salary range: £32,115- £32,654 (Pay Award Pending)

Actual salary range (based on 1 day per week): £5,409 - £5,627
(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in our vacancy for a Spanish Language Assistant. We are seeking to appoint a Spanish language assistant on a part-time, fixed term basis who will work both on a one-to-one basis and with small groups of students to prepare them for oral exams and to provide general support in their studies. This is a great opportunity for a passionate, dedicated and enthusiastic linguist to join our thriving Modern Foreign Languages team. The post may suit someone with Qualified Teacher Status, who is a native Spanish speaker, or who is a recent graduate aspiring to become a teacher. We can be flexible about which day the language assistant will work.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. There are over 1,200 students in the school, including 316 students in our sixth form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses, we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This link to [our Spring 2 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



The Modern Foreign Languages Department

All students begin French in Year 7 and are taught for 6 hours per fortnight in tutor groups. They begin Spanish in the summer term of Year 7. The allocation for Year 8 and 9 students is then 3 hours each of both French and Spanish per fortnight. At GCSE, all students study one language, with some opting to study both. GCSE classes have 5 hours per fortnight of teaching. A-Level students receive 10 hours teaching per fortnight.

In both languages, we share resources and best practice to enhance the student experience and ensure consistency. In French at KS3, our KS3 curriculum is supported by the 'Dynamo' textbooks, for which we have a digital subscription. In Spanish at KS3, our curriculum is supported by the 'Claro' textbooks, for which we also have a digital subscription. At both GCSE and A-Level we follow the AQA courses and have digital subscriptions for these materials. We also offer the AS qualification for linguists keen to continue with French/Spanish for an additional year, these students are taught alongside A-Level students.

Students are very successful at all levels in the department, achieving excellent results each year. The staff in the department are passionate linguists and supportive, dedicated colleagues.

GCSE results

		Percentage of students achieving grades					
Entries		Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9 - 5	Grades 9 - 4
Spanish 2024	70	27%	51%	75.7%	88.6%	97.1%	100%
Spanish 2023	45	26.7%	48.9%	77.8%	95.6%	97.8%	100%

A-Level results

		Percentage of students achieving grades				
Entries		A*	A* - A	A* - B	A* - C	A* - D
Spanish 2024	6	33.3%	50%	50%	100%	100%
Spanish 2023	5	0%	80%	100%	100%	100%



Job Description - Language Assistant (Spanish)

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Responsible to: Head of Modern Foreign Languages

Job Purpose:

- To work on a 1-1 or small group basis with A-Level and GCSE students to develop their speaking skills and confidence in Spanish and to develop their understanding of the culture of the country.

Duties and Responsibilities:

- Plan and conduct oral practice sessions with small groups or individual students in Year 11, 12 and 13.
- Give feedback to Modern Foreign Languages teachers on students' progress.
- Contribute to the life of the Modern Foreign Languages department by supporting enrichment events.
- Undertake tasks within the department that the Head of Department might reasonably request.

General:

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

Experience	<ul style="list-style-type: none">• Experience of supporting young people with academic progress.• Some knowledge and experience of the AQA A-Level/GCSE speaking exams is desirable.
Skills and Abilities	<ul style="list-style-type: none">• Fluent in Spanish and / or qualified to degree level in relevant language.• The ability to build effective working relationships with students.• Strong interpersonal skills and the ability to communicate effectively, verbally and in writing.• Ability to demonstrate high levels of expertise in assessment for learning, differentiation and meeting the needs of every student.• Ability to remain calm under pressure and meet deadlines.• Strong organisational, personal time management and planning skills.• Personal integrity, honesty and sound judgement.• A shared approach to problem-solving and achieving goals.• Highly organised with strong attention to detail.• IT competent, particularly in Microsoft Office Software. Experience of Teams is desirable but not essential.
Qualifications and Knowledge	<ul style="list-style-type: none">• Qualified Teacher Status desirable but not essential.• A sound understanding of the principles of confidentiality, safeguarding and child protection.



How to apply

To apply for the post of Language Assistant (Spanish) at Sutton Coldfield Grammar School for Girls, please complete the application form and enclose a letter supporting your application. In your letter you should:

1. Explain your reasons for applying for this post
2. Address the requirements of the job description and person specification to outline your professional experiences, skills, and strengths and how they are suited to the demands of this role.

The application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and for the attention of Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Tuesday 1st July 2025.

Interviews will be held on Friday 4th July 2025.

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



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

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

