



## Job Description

### Teaching Assistant - Spanish

#### Post Details

Salary: £19264 FTE (£10.58 ph)

Location: Culham, Oxfordshire

Contract type 1: Term Time only, Part-Time, Up to 6.5 hours pw over 3 days (0.15 of FTE)

Contract type 2: Term Time only, Part-Time, Up to 17.5 hours pw over 3 days (0.40 of FTE)

Commencing 1st September 2022

Reporting to: SENCO, Class Teacher, TA manager

#### Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The bilingual curriculum in primary is unique and is an immersion model. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the students stream language. It is an all-through free school of pupils aged 4 to 19.

The Stream languages, German, French and Spanish are taught in an immersion model in primary for 2.5 days per week.

#### Job Description

##### Overview

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support children's language learning in their Stream language class as directed by the class teacher.
- To support individual and small groups of children in the curriculum to accelerate their learning.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To observe and monitor pupil's progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs.
- To carry out regular supervision duties.



### **To undertake all of the following**

- To promote the development of numeracy, language and speech, including providing additional support to children with special needs by working alongside the class teacher in Spanish.
- Supervise playgrounds, the canteen, bus bay and other areas of the school as required.
- Accompany the children across the site at break times.
- Be aware of and support school policies and procedures.
- Work with individuals/small groups of children/ students by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
- Report any concerns regarding children's welfare or education, to the class teacher.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures.
- When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work and the creation and mounting of displays for children's work.
- Assist with and attend seasonal events e.g. parents evenings, concerts and festivals
- Attend appropriate staff meetings and training days/events as requested.
- Provide cover for classes where a teacher is absent, work will be provided.
- Recognise and respond effectively to issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and safely manage the learning activities, the physical teaching space and resources for which they are given responsibility.

## **Person Specification**

### **Experience and Skills**

- Fluent Spanish speaker
- Experience of working with children/SEN preferable
- Good numeracy/literacy skills
- Ability to use equipment e.g. photocopier



### **Personal Attributes**

- Flexibility
- Ability to relate well to children and adults and work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

### **For more information**

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

Closing Date: See Website

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.