



REQUIRED FROM SEPTEMBER 2022

Language Assistant - Spanish

Employment Status	Full Time • Fixed Term (One Academic Year: September 2022 - July 2023)
Employment Location	Framlingham College Senior and Prep School
Application Closing Date	Applications will be viewed upon receipt, you are therefore advised to apply at your earliest convenience.
Interviews Week Commencing	To be confirmed

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

FRAMLINGHAM COLLEGE
FRAMLINGHAM
SUFFOLK
IP13 9EY

T: 01728 723789
E: recruitment@framlinghamcollege.co.uk

[FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT](https://www.framlinghamcollege.co.uk/employment)



Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Language Assistant at Framlingham College.

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18. The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil. Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are seeking to appoint an enthusiastic, engaging and dynamic Spanish Language Assistant to join our strong and successful Languages Department. The candidate would ideally be a native Spanish speaker and could be an undergraduate or graduate interested in a career in the education sector, and keen to gain valuable work experience. A willingness to make a full contribution to life in this busy boarding school is essential. This position is offered on a one academic year fixed term basis commencing September 2022.

Candidates must have the right to work in the UK for the duration of this fixed term contract without any additional approvals. Appointment will be subject to verification of the appointee's right to work in the UK.

The successful candidate will receive an annual salary of £11,821. This includes an allowance for boarding duties, plus rent-free furnished accommodation (including all bills) and meals when the kitchen is operational. You will also receive complimentary membership to our Sports Centre. If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We welcome all applications especially from independent thinkers, creative minds and inspirational individuals and very much look forward to receiving your application.

Best wishes,

Louise North
PRINCIPAL AND HEAD OF THE SENIOR SCHOOL



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information.

Applications will be viewed upon receipt. You are therefore advised to apply at your earliest convenience. The interview date is to be confirmed. You will be notified of a date if you are shortlisted for interview. As a busy school, it is not possible for us to offer visits to candidates prior to application. A full tour is included as part of the interview process.

Please send your completed application form to:
**The HR Department, Framlingham College,
College Road, Framlingham, Suffolk. IP13 9EY.**
You can also email your application to:
recruitment@framlinghamcollege.co.uk. All information within your application will be treated confidentially.

References

All successful appointments are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the DBS. Further information can be found within the Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- We offer a generous fee remission for permanent teaching staff. Further details are given at interview.
- Possible accommodation in the first year of employment in order to assist with relocation.
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre.

Job Information

Reports To

Director of Modern Languages

Job Location

Framlingham College Senior & Prep School

Hours

Foreign Languages Assistants teach a timetable of 30-32 lessons per week, Monday to Saturday mornings, with one afternoon or morning off per week.

Contract

Fixed Term Contract – One Academic Year

Job Description

JOB PURPOSE

To assist the teachers in classroom activities. Preparing students for the oral component of their exams, improve their oral fluency and confidence, and build their vocabulary and cultural knowledge. To work with students weekly either in small groups or individually.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School (FCPS) as well as Framlingham College Senior School (FCSS) as necessary.

- To teach the timetable agreed with the Director of Modern Languages.
- To help devise material for conversation classes.
- To help produce resources for language teaching.
- To assist with Modern Languages Corridor display.
- To work with individuals, small groups or a whole class, as specified by the relevant language teacher.
- To assist class teachers in preparing GCSE and A Level students for their oral examinations.
- To insist on high standards of work, behaviour, attendance and punctuality from students.
- To assist with the organization and supervision of internal examinations.
- To record student progress.
- To motivate, encourage and provide constructive feedback to students.
- To attend training meetings at the start of term.
- To attend Modern Languages Department Meetings.

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- To maintain registers and report on absences.
- To work flexibly, which may include evenings, open days, parents' meetings or school trips.
- To assist and undertake boarding house and tutor duties, including an evening duty and some weekends, as required by the Housemaster/ Housemistress.
- To assist with Games as well as sports events as required.
- It is the posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Qualifications relevant to the post	✓	

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Ability to teach	✓	
Possessing excellent and effective classroom management skills	✓	
A high level of IT Literacy	✓	
Ability to assist with another language		✓
Knowledge of current curriculum developments		✓
Relevant and recent INSET		✓

PROFESSIONAL EXPERIENCE

	E	D
Experience of working with children		✓
Experience of working within a school environment		✓

PERSONAL ATTRIBUTES

	E	D
A passion for teaching	✓	
Effective organisational and time management skills	✓	
To work effectively and calmly under pressure	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Enthusiasm for being involved in the life of a busy boarding school	✓	
Able to work flexibly and as part of a team	✓	
Native speaker relevant to role		✓

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues	✓	
Knowledge of safeguarding children legislation and good practice		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

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