

SPANISH LANGUAGE ASSISTANT

Zero Hours Contract – Term Time Only



St Mary's School
CAMBRIDGE

January 2025

St Mary's School
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Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of over 600 students. Approximately 10% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to be opening our Mary Ward Educational Suite in January 2024 which will provide new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Hannah Helliar

The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

This year the school celebrates its 125th anniversary. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

Innovative Learning at St Mary's

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

Digital St Mary's

St Mary's is a digital school which supports the School in its goals through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used extensively in lessons and for home learning.

Job Description: SPANISH LANGUAGE ASSISTANT

Reporting to:	Head of Modern Foreign Languages / Head of Spanish
Hours of Work:	See below
Salary:	£15.26 per hour

Hours of work

5 hours per week. 6 x 30 mins with Year 11 (small groups up to 5 students), 1 x 30 mins with Year 12 (individual), 3 x 30 mins with Year 13 (individual), 3 of those hours must be on 3 different days during our lunch break to accommodate Year 11 classes. At present lessons run on Mondays, Wednesdays and Thursdays.

Job Summary

The Spanish Language Assistant will be a well organised and engaging Spanish speaker who will assist Key Stage 4 (Years 10-11) and Key Stage 5 (Years 12-13) pupils to develop their Spanish language speaking skills. They will work with small groups at GCSE and individually with A Level Spanish students and help them prepare for their speaking examinations. The person appointed will have a genuine enthusiasm for the subject and will generate a high degree of motivation in all pupils and actively promote Spanish throughout the School.

Duties and Responsibilities:

- Helping the students prepare for their A Level and GCSE Spanish speaking exams following guidance from the classroom teachers and following the curriculum. The Spanish Language Assistant should be aware of the exam board requirements for the speaking examinations and be able to assess the students according to the exam board mark schemes. They will have a 30-minute speaking session with each of the Spanish A Level students (working on the A Level Stimulus Cards) and will work with the GCSE students in small groups during lunchtimes (working on the GCSE role-plays and general conversation questions).
- Teaching speaking skills to ensure impressive levels of vocabulary, accurate grammar, correct pronunciation and intonation; leading to high levels of fluency, spontaneity and confidence.
- Developing appropriate speaking practice resources.
- Assessing pupil progress in accordance with departmental and school policies and liaising with the Head of Spanish to ensure that pupil progression is carefully monitored.
- Promoting Spanish and MFL via displays in the teaching.
- Meeting the needs of pupils with Special Educational Needs as well as offering guidance to gifted and talented pupils.
- Offering guidance for the supplementary personal study (reading, cinema, art, theatre or research for any other subject related project).
- Helping on Departmental Trips and Visits when necessary and appropriate.
- To promote and safeguard the welfare of students at all times.
- To comply with the Safeguarding and Child Protection Policy of the School, and ensure that any concerns relating to the safety or welfare of children are reported to the appropriate person.
- Adherence to the Staff Behaviour Policy of the School at all times.
- Other related duties as directed by Head, senior leaders or line-manager.

The above list is not an exhaustive list of duties and you may be expected to perform different tasks as necessitated by your line manager and the your changing role within the School and overall business objectives of the School.

Person Specification

SPECIFICATION	DETAIL
Qualifications	<ul style="list-style-type: none"> • Degree level education • Fluent in Spanish
Qualities and Attributes	<ul style="list-style-type: none"> • Commitment to academic excellence • Ability to work effectively in a team and individually • Excellent organisational skills • High levels of personal and professional integrity • Enthusiasm and approachability • Good rapport with students, colleagues and parents • Confident use of ICT • Appropriate levels of personal presentation
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Working along with the Head of Spanish, s/he is able to conduct the speaking practice following the curriculum • Differentiating teaching to take account of varying ability levels, prior knowledge, baseline data and any relevant learning support issues • Experience working in a school environment is desirable • Knowledge and understanding of how independent boarding and day schools operate is desirable
Teaching and Learning	<ul style="list-style-type: none"> • Evidence of effective planning, delivery of verbal practice and class management • Ability to motivate and inspire students • Commitment to creative and innovative approaches to teaching and learning • Commitment to improving, monitoring and evaluating teaching and learning
Personal Values	<ul style="list-style-type: none"> • Commitment to the ethos of the school • High expectations for student attainment, personal development and conduct • An ability to communicate enthusiasm for French and to promote the subject throughout the school • Commitment to best practice in pastoral support and student welfare

Child Welfare and Child Protection Issues

The interview for this post will include exploring 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 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 the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: hr@stmaryscambridge.co.uk or call: 01223 353253.

Closing date: Sunday 16 February 2025

Interview date: We will interview on reception of suitable applications

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

Equality, Diversity and Inclusion

St Mary's School is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit irrespective of race, religion or belief, pregnancy and maternity, marital status, sex, sexuality/gender preference, disability or age. You are not obliged to complete the Equal Opportunities Form, but any information given will help us monitor the effectiveness of our policies and procedures.

If you have a disability, you are invited to request any special arrangements that you may require for interview or any adjustments that you would consider necessary to your working arrangements by contacting our Human Resources department (hr@stmaryscambridge.co.uk, 01223 353253).