



**CANDIDATE INFORMATION &  
APPLICATION PACK**

**Spanish Language Assistant**



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Dear Applicant,

Thank you for expressing an interest in the post of **Spanish Language Assistant** at the Academy.

We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.

We are situated in the Woodberry Down area which is on the Hackney/Haringey border. We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.

The Academy Core values reflect those of London's Olympic & Paralympic Games:

**Friendship ♦ Respect ♦ Equality ♦ Determination ♦ Inspiration ♦ Courage ♦ Excellence**

The Academy is also founded on four key pillars: a strong and non-negotiable behaviour policy; first class and genuine pastoral care; outstanding teaching and learning, and the development of the whole person.

In September 2015 we launched our sixth form which offers a wide range of academic and vocational subjects. Year 13 destinations have included Oxford, Exeter, Brunel, Leeds, Southampton and many other leading universities.

We pride ourselves on our culture of high expectation for every student and are committed to cultivating a happy, disciplined, caring and respectful environment. Our motto, composed by a pupil is, "Be the best you can". We passionately believe that every pupil, regardless of background or ability, can achieve.



Skinners' Academy is a truly great school offering an outstanding all-round education and is determined to be one of the best schools in London. We believe that all pupils, regardless of background or ability, should be supported to excel in all that they do.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Tim Clark**  
**Principal**

## JOB DESCRIPTION

<b>Post:</b>	Spanish Language Assistant
<b>Grade:</b>	Pay Scale 2: 10-13 £20,472 20,952 (fte) £5,984.12 – 6,124.43 (pro rata- actual)
<b>Hours:</b>	<b>12 hours per week</b> <b>Part- time</b> (Term Time Only) 39 weeks per year
<b>Responsible to:</b>	Head of MFL Department

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### Job summary

- To assist in the support of students within the MFL department, to enable them to access the curriculum as fully as possible
- To complement the teacher's delivery of the curriculum
- To work with small groups of pupils with Spanish conversation at KS3, 4 & 5.
- To work collaboratively with teaching staff and assist teachers in the planning cycle and the management/preparation of resources
- Receive specific instructions from the Head of Department and other teachers within the department

### Main Responsibilities

#### Supporting students:

- To develop and maintain a detailed understanding of the subject, and specifically those areas being taught in lessons supported
- To assist students to learn as effectively as possible in class, group and individual situations
- To establish a supportive relationship with students concerned
- To encourage the integration of all students into the class
- To help promote and reinforce all students' confidence and self esteem
- To help keep students on task and build motivation

#### Supporting the Head of Department and other teachers in the department:

- To assist in the preparation of materials for classes to be supported
- To monitor and record student progress
- To contribute to the evaluation of support by providing regular feedback about students to the teacher

#### Supporting the Academy:

- Ensure that an enterprising approach is adopted by all across the academy.
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.
- To liaise, advise and consult with other members of staff working with students when asked to do so

- To attend relevant in-house training
- To be aware of the policies and procedures including those relating to confidentiality
- Any other task as directed by the Principal which are consistent with the aims of the post

#### **General:**

- To assist in the work of the department as required
- Any other duty that may be reasonably required

#### **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Client Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment
- Fulfilling the role of Student Personal Adviser and /or mentor if required
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

#### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with academy procedures in relation to Police checks. Successful candidates will be required to apply for, and hold, a valid enhanced DBS (Disclosure and Barring Certificate). The Academy will apply for this on your behalf once you are in receipt of a conditional offer of employment.

#### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.

Date of issue: .....

Signature of Post holder: .....

Signature of Line manager:.....



## Person Specification

**Job Title:** Spanish Language Assistant

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
<b>Experience</b>		
Expertise/experience in the appropriate subject	✓	
Ability to use ICT effectively.	✓	
Use ICT to raise achievement	✓	
High quality teaching assistant to pupils of all abilities.	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work		✓
Demonstrable experience of improving student outcomes		✓
<b>Skills</b>		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Commitment to personal career development	✓	
<b>Knowledge and Understanding</b>		
Developments in the National Curriculum in the appropriate subject		✓
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate strategies to support them	✓	
Understand the needs of bilingual pupils	✓	

Skinners' Academy  
Woodberry Grove  
London, N4 1SY  
www.skinnersacademy.org.uk

<b>Post Title</b>	<b>Spanish Language Assistant</b>
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Personal Details									
Surname:									
Forename:									
Address:									
		Postcode:							
Telephone (Home):		Telephone (Mobile):							
Telephone (Work):		Email:							
Can we contact you on your work number?: (Tick as appropriate)							Yes	No	
NI Number:									
TRN (Teacher Reference No.):									

Referees																
One reference <b>must be your present or most recent employer</b> , the other a previous employer. References will be requested after the short listing process, prior to interview and before an offer of employment has been made in writing.																
First Referee																
Full Name:																
Job Title:		Company:														
Address:																
Telephone:		Email:														
Relationship:																
Second Referee																
Full Name:																
Job Title:		Company:														
Address:																
Telephone:		Email:														
Relationship:																
I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once I have been notified of an invite to interview. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.																
Signed:					Dated:											

<p>Please list any dates on which you will NOT be available for interview:</p>	
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## Education & Qualifications

Please give details of your education and qualifications (most recent first)

### Education

Start Date	End Date	School, College, University etc.	Subject(s) Studied	Qualification, Certificate, Grade etc.

### Work related or professional qualifications/membership & NVQ's etc.

Start Date	End Date	Details : Name of Association / Institute/Qualifications	Level/or grade of membership

### Relevant Training

Start Date	End Date	Title of Course	Details

I hereby authorise you to carry out checks on all and any of my qualifications from any establishment or employer.

Signed:		Dated:	
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Present or Previous Employment				
Present/Most Recent Employment				
Job Title:				
Name of Employer:				
Address of Employer:				
Start Date:		Pay Grade / Salary:		
Is this post your sole regular employment? (Tick as appropriate)			Yes	No
If 'No' to the above, please name your other employer(s) here:				
Reason for leaving / wishing to leave:				
Notice required / Date left (if applicable):				
Outline of main duties:				
Previous Employment				
Start Date	End Date	Job Title / Main duties	Employer	Reason for leaving

If there are any gaps in your employment or education please explain them here:

**Where did you see this post advertised? If seen on the internet, please specify website:**

**Are you related to, or the partner of, any member or employee of the Academy? If so, please specify (failure to disclose such information shall disqualify the candidate concerned):**

**Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary.**

Please tick boxes as appropriate in the following sections:

Other Details			
Do you have the legal right to live and work in the UK?	Yes		No
Is this subject to having a work permit?	Yes		No
<b>You will need to produce photographic ID and proof of the above if you are called to interview.</b>			
Disabilities			
Do you have a disability as defined by the Disability Discrimination Act 1995?	Yes		No
If 'yes' please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job.			
Personal Declarations			
The position you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions, including any that would otherwise be considered 'spent' under the act.			
Convictions			
Have you ever been convicted of any offence or bound-over or given a caution	Yes		No
If 'Yes' please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.			
<i>It will be a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.</i>			
If you are provisionally offered this post, you will be required to undergo a (DBS) Disclosure & Barring check. Please refer to the DBS Code of Practice for further information. Having a criminal record will not necessarily be a bar to obtaining a position at the Academy.			
Prohibition from Teaching			
In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education (DfE) to ensure that you are not subject to a prohibition order or an interim prohibition order.			
Data Protection Act			
Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10 the right of access to personal data held about them.			
I hereby give my consent to the Academy processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.			
Signed:		Dated:	

Declaration	
I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.	
Signed:	Dated:
All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.	

# Equal Opportunities Recruitment Monitoring Form

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Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The Academy is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

**Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.**

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the Principal and we will look into the points that you raise.

Thank you for completing this form.

We wish you success with your application.

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## Equal Opportunities Recruitment Monitoring Form

**HOW TO COMPLETE THIS FORM:** Mark your responses by putting an 'X' in the box or by clicking on the appropriate box

<b>1. I consider my gender to be:</b>		Male <input type="checkbox"/>	Female <input type="checkbox"/>
<b>2. I consider myself to have a disability:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>3. I would describe my racial or cultural origin as:</b>			
<b>a. Asian</b> Asian – Bangladeshi <input type="checkbox"/> Asian – British <input type="checkbox"/> Asian – Indian <input type="checkbox"/> Asian – Pakistani <input type="checkbox"/> Other Asian background <input type="checkbox"/> Please specify: .....	<b>b. Black</b> Black – African <input type="checkbox"/> Black – British <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Other Black background <input type="checkbox"/> Please specify: .....	<b>c. Chinese</b> Chinese <input type="checkbox"/>  <b>d. Irish</b> Irish <input type="checkbox"/>  <b>g. Other Ethnic group</b> Please specify: <input type="checkbox"/> .....	
<b>e. Mixed</b> Asian & White <input type="checkbox"/> Black & White <input type="checkbox"/> Other Mixed background <input type="checkbox"/> Please specify: .....	<b>f. White</b> White British <input type="checkbox"/> White European Union <input type="checkbox"/> Other White background <input type="checkbox"/> Please specify: .....		
<b>4. I am aged ..... Years ..... Months</b>		<b>Date of Birth (DD/MM/YY):</b>	
<b>5. How did you hear about the vacancy for which you have applied?</b>			
Intranet (Skinners' staff only) <input type="checkbox"/> Internet * <input type="checkbox"/> Evening Standard <input type="checkbox"/>	Job Centre Plus <input type="checkbox"/> Friend / Relative <input type="checkbox"/> National Press * <input type="checkbox"/>	Professional Journal * <input type="checkbox"/> Other * <input type="checkbox"/> .....	
<b>6. I am a member/follower of the following religious group:</b>			
None / No religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/>	Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/> Other * <input type="checkbox"/> .....	
I hereby give my consent to Skinners' Academy processing the information given above in accordance with the purposes stated above.			
Signed:		Dated:	
<b>TO BE COMPLETED BY APPOINTING OFFICER ONLY</b>			
Short Listed <input type="checkbox"/>	Interviewed <input type="checkbox"/>	Appointed <input type="checkbox"/>	
Completed applications to: <a href="mailto:recruitment@skinnersacademy.org.uk">recruitment@skinnersacademy.org.uk</a>			

## Spanish Language Assistant

£5,984.12 – 6,124.43 (pro rata- actual)  
**Part- time** (Term Time Only)

**12 hours per week**

**SKINNERS' ACADEMY**– *provides a world class education for boys and girls aged 11-19, in a modern state of the art building.*

We offer an exciting opportunity for the right candidate to join a truly great school.

We are seeking to appoint a dynamic Language Assistant for Spanish to join our successful and established Modern Languages department.

Skinners' Academy offers an outstanding all round education and believes that all our students, regardless of background or ability should be supported to excel in all that they do.

The MFL team are committed to delivering innovative and inspirational lessons to students of all ages and abilities. If you would like to be part of this great team please go to: [www.skinnersacademy.org.uk](http://www.skinnersacademy.org.uk) where you can download an application pack.

Please note this post allows substantial access to children. Therefore in accordance with our Safer Recruitment Policy the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

**In compliance with our Safer Recruitment Policy CV applications are not accepted**

Completed applications to: [recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk)

**Closing date for applications is Friday 04 January 2019 at 12 noon**