



# Clifton High School

**CANDIDATE INFORMATION**  
**FOREIGN LANGUAGE ASSISTANT**  
**SPANISH**



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# BEYOND A SCHOOL, a place to belong



## AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



## **JOB DESCRIPTION**

**Job Title:** Foreign Language Assistant - Spanish

**Department:** Modern Foreign Languages

**Reports to:** Head of Spanish

### **PRIMARY PURPOSE OF THE ROLE**

We are delighted to offer an exciting opportunity for an enthusiastic and inspiring Spanish Language Assistant to join our thriving Modern Languages Department from September 2026.

Spanish is a vibrant and valued part of our curriculum, taught to Years 3 and 6 in the Junior School and from Years 7 to 13 in the Senior School, where it is a popular option subject. The successful candidate will play a key role in supporting pupils (primarily in Years 9-13) to develop their confidence, fluency, and cultural understanding, as well as preparing pupils for GCSE and A level speaking examinations.

Working with small groups in Years 9 and 10 weekly, and on a one-to-one basis with students in Years 11-13, you will deliver focused sessions designed to develop speaking and listening skills. These sessions will emphasise accurate pronunciation, grammatical precision, spontaneity in communication, and a deepening appreciation of Hispanic culture.

You will work closely with the Spanish teaching staff to deliver high-quality speaking support and contribute to pupils' preparation for public examinations. In addition, you may support the development of departmental resources and contribute to enrichment opportunities that promote language learning and cultural awareness across the School.

This role is ideally suited to a native Spanish speaker with a passion for language education. You will play a pivotal role in encouraging and developing pupils' enthusiasm for Spanish, helping them to build confidence, improve accuracy, and communicate with increasing independence and flair.



## **SAFEGUARDING**

Clifton High School staff will be committed to safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to safeguarding and are fully aware of the School's policies and procedures beforehand.

## **TERMS AND CONDITIONS SPECIFIC TO THE ROLE**

This is a fixed term role from 1<sup>st</sup> September to 31<sup>st</sup> May. This role will be approximately 20 hours per week, term-time only, on a two-week timetable rotation. Final hours will be confirmed at interview.

There is a pension scheme for all Business Support Staff, which can be opted out of at the employee's discretion. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.



## MAIN RESPONSIBILITIES

The Spanish Language Assistant will support the development of pupils' competence, confidence, and enthusiasm for Spanish through the following responsibilities:

- Deliver weekly sessions with individuals and small groups of pupils from Year 9 through to A Level, supporting their preparation for speaking examination components.
- Provide targeted support for native Spanish-speaking pupils, including preparation for early GCSE entry in Year 10.
- Encourage and develop pupils' spoken Spanish by promoting the use of a wide range of vocabulary, idiomatic expressions, and accurate pronunciation and grammar.
- Create a positive and immersive learning environment in which pupils are motivated to communicate confidently and consistently in Spanish.
- Enhance pupils' understanding of the cultural contexts of Spanish-speaking countries, including Spain and the wider Hispanic world.
- Conduct and support mock speaking examinations and contribute to the delivery of formal assessments.
- Monitor and track pupils' progress across all speaking components (such as photo cards, role plays, general conversation, read-aloud tasks, and the Individual Research Project), providing regular feedback to the Head of Spanish.
- Work collaboratively with the Head of Spanish to support the implementation of schemes of work for pupils in Years 9-13, including GCSE and A Level courses, and contribute to the creation of high-quality revision and independent learning materials.
- Support and assist with departmental enrichment activities and events, such as university lecture visits and European Day of Languages celebrations.
- Attend departmental meetings and contribute to the sharing of effective practice.
- Undertake additional duties as reasonably required by the Head of Spanish.
- Participate in CDP training and professional development opportunities as appropriate.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.**



# PERSON SPECIFICATION

<p><b>Skills and Abilities</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Native fluency in Spanish.</li> <li>• Excellent spoken and written Spanish, with clear and accurate pronunciation.</li> <li>• A high standard of spoken English, enabling effective communication with pupils and colleagues.</li> <li>• Experience of teaching or tutoring Spanish, with the ability to support pupils' language development effectively.</li> </ul>
<p><b>Experience</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Experience of working with secondary-aged children</li> </ul>
<p><b>Qualifications and Professional Development</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• A good standard of written English, minimum C grade at GCSE or equivalent</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• A recognised qualification in teaching Spanish as a foreign language.</li> <li>• Familiarity with Edexcel GCSE and AQA A Level speaking examination requirements and assessment components.</li> <li>• Confident use of ICT to support teaching and learning.</li> </ul>
<p><b>Personal Qualities and Competencies</b></p>	<ul style="list-style-type: none"> <li>• A strong commitment to safeguarding and promoting the welfare of pupils.</li> <li>• The ability to work independently, demonstrating initiative, organisation and self-motivation.</li> <li>• A collaborative approach, with the ability to contribute effectively as part of a successful and supportive department.</li> <li>• Flexibility to undertake additional responsibilities, as reasonably required by the Head, appropriate to the role.</li> <li>• A willingness to adapt working hours where necessary to support the needs of the role.</li> <li>• An active enthusiasm for contributing to the wider life of the School.</li> <li>• A professional manner that inspires confidence in pupils, colleagues, and parents</li> </ul>
<p><b>Attitudes and Outlook</b></p>	<ul style="list-style-type: none"> <li>• Acts as a positive and responsible role model for young people.</li> <li>• Demonstrates sound judgement and a balanced sense of perspective.</li> <li>• Brings a flexible, proactive, and “can do” attitude to their work.</li> <li>• Responds positively to change and embraces opportunities for development.</li> <li>• Shows an understanding of, and commitment to, the needs and values of the whole School community.</li> </ul>



# CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



## BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

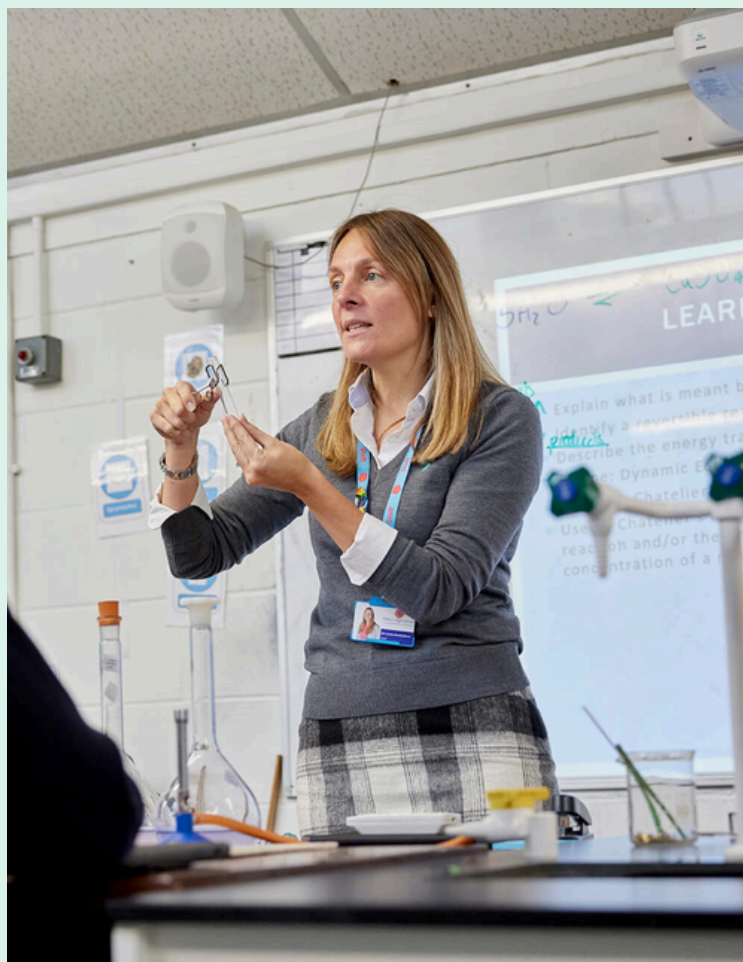
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

'Realising Individual Brilliance' is not just for the pupils, but for everyone at Clifton High School.

### What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



## OUR VALUES



### CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



### EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



### EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



### DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.



## OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive



# Clifton High School

**THANK YOU FOR YOUR INTEREST IN  
WORKING AT CLIFTON HIGH SCHOOL**