



WOODBRIDGE
SCHOOL

Work With Us

Spanish Conversationalist

Application Pack



Spanish Conversationalist

Hours: 10 hours per week, 34 weeks per year

Salary: £7,849

Term time only

We are currently looking for an enthusiastic and talented Spanish speaker based at the Senior School to work with our students from Year 10 up to A level. The Spanish Conversationalist will be a confident communicator, and a strong team player who thrives working with young people.

Working closely with the Head of Modern Foreign Languages and the Spanish Teachers, the Spanish Conversationalist should be committed in helping students to develop their oral fluency and be prepared to support native and non-native students of Spanish in their preparation for the oral part of public examinations for GCSE and A level.

All pupils are offered French, Spanish and Mandarin in Years 7, 8 and 9 students continue with two out of the three. Uptake at GCSE and A-Level is strong, and a good proportion are dual linguists.

Modern foreign languages are housed in the Redstone Building which has four specialist classrooms; all students use technology and devices within their lessons.

The Modern Languages Department is one of the largest in the school, comprising of four different languages and 10 members of staff. Native language assistants are a key part of the department and see all sixth form linguists once a week, on an individual basis.

The school has various study trips and devotes much time and energy to ensuring that every pupil is encouraged to take part in these valuable trips from Year 9 onwards. For those studying French in Years 10-13, there is a trip to Nice. For those studying Spanish, Years 9 & 12 get the opportunity to spend a week in Salamanca.

For more information about our school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies> .

Closing date for applications: Wednesday 25 February 2026 at 9:00am

Interviews: W/C Monday 2 March

We reserve the right to appoint prior to the closing date for the right candidate; please therefore submit your application early to avoid disappointment.

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people; successful candidates will be subject to pre-employment checks including an enhanced DBS.



Job Description

Job Title: Spanish Conversationalist	
Department: Modern Foreign Languages	
Hours: 10 hours per week	Accountable to: Head of Modern Languages
Job Purpose:	
<p>To support the teaching of our staff and the learning of the pupils by providing support and oral practice for examination candidates.</p>	
Key Responsibilities	
<ul style="list-style-type: none">• To encourage a positive experience of learning of the target language• To prepare materials to supplement class work• To prepare candidates for external examinations (GCSE/AS/A2)• To feedback to class teachers on individuals' progress & performance• To attend relevant parents' evenings, training courses & departmental meetings	
Child Protection/vulnerable adult's statement	
<p>Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.</p>	
Brand values	
<p>Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.</p>	

Person Specification

Qualifications/Attainment	Essential	Desirable
<ul style="list-style-type: none"> • Educated to degree level • Be a native-quality Spanish speaker • Fluency in English • Fluency in any other languages 	✓	
Knowledge		
<ul style="list-style-type: none"> • A good standard of education, particularly in English (written and oral) and mathematics • Language learning to an advanced level • Well-developed interpersonal and communication skills • Able to create resources to support oral lesson teaching • Able to set clear expectations for pupil behaviour during oral lessons 	✓	
Skills and Attributes		
<ul style="list-style-type: none"> • Excellent listening skills • Display a high level of attention to detail • Ability to use language and other communication skills to which pupils can relate. Your written English skills should be excellent • Ability to work effectively with other colleagues, including having strong administrative skills to support the staff you are working with • Have excellent written and spoken communication skills • Teach in an engaging manner either 1-1 or with small groups in a highly successful Spanish department, preparing pupils for oral examinations at GCSE and A Level; 	✓	
Experience		
<ul style="list-style-type: none"> • Experience of teaching or supporting Spanish in an educational establishment/setting and of working with children and young people between the ages of 11-18 years. • Demonstrable evidence of establishing positive relationships with children. • Demonstrable evidence of experience in supporting secondary-aged pupils in a learning environment. • Have strong IT skills • Have or develop a detailed understanding of oral examination requirements 	✓	

<ul style="list-style-type: none"> Confident in preparing, adapting and publishing weekly timetables around pupils' timetables and commitments. 		✓
Attitude and Approach		
<ul style="list-style-type: none"> Willingness to be professionally discreet and to maintain confidentiality on all school matters. 	✓	
<ul style="list-style-type: none"> Willingness to adopt a flexible approach to all directed tasks. 	✓	
<ul style="list-style-type: none"> High levels of initiative and willingness to work independently as well as part of a team. You will need to be able to plan, prioritise and organize your work schedule effectively. An expectation is also that you'll be able to interpret and follow guidance. 	✓	
<ul style="list-style-type: none"> Proactive approach to supporting and adapting your practice to meet the needs of individual pupils. An ability to display warmth, care and sensitivity in dealing with children and young people is essential. 	✓	
<ul style="list-style-type: none"> Have the ability to work collaboratively and effectively as part of a wider team 	✓	
<ul style="list-style-type: none"> Take a keen interest in the welfare of pupils 	✓	
Safeguarding		
<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children 	✓	
Personal Qualities		
<ul style="list-style-type: none"> Show clear enthusiasm for the subject and inspire language learners 	✓	
<ul style="list-style-type: none"> Work hard to support pupil progress 	✓	
<ul style="list-style-type: none"> Able to relate well to children and deal with issues that might arise, using initiative to support behavioural and emotional needs 	✓	
<ul style="list-style-type: none"> Be willing to take part in continuing professional development 	✓	
<ul style="list-style-type: none"> Respond positively to feedback 	✓	
<ul style="list-style-type: none"> Confident; able to assist and support lessons with teaching staff; 	✓	
<ul style="list-style-type: none"> Able and willing to undertake additional duties as part of the whole-school team; 	✓	
Other		
<ul style="list-style-type: none"> Driving license 		✓

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3.2% or more of your qualifying earnings. The Foundation/School will contribute 1.5% of your contribution up to a maximum of 7.5%.
Sick Pay	Company sick pay, following successful completion of Probationary Period.
School Fees	School fee remission may be available depending on individual circumstance and at the discretion of the Governors.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to the Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply, preferably by email, stating "Spanish Conversationalist" in the title line to:
recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to People Team at:

Woodbridge School
Marryott House
Burkitt Road Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre- employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.