

Job Title: NCBIS MFL Teaching Assistant (Spanish), Primary & Reception Department

Employed by: NCBIS to support the vision, positive ethos and policies of the school

Responsible to: Primary Leadership Team, working under the direction of the Primary MFL teachers on a day-to-day basis.

Qualifications: Degree (Spanish or related field desirable)

Summary: The post holder will support the delivery of high-quality Spanish teaching across the primary phase, including Reception (EYFS). The role focuses on fostering a love of language learning through a communicative, interactive approach, enabling pupils to develop confidence in listening, speaking, reading and writing in Spanish through meaningful, real-life contexts. The Teaching Assistant will also support pupils' academic, personal and social development, establishing positive and supportive relationships.

Working hours: To be in school by 7.30am until 3.30pm (4.00pm on Monday for staff meetings) and 3.00pm (Thursday).
 To attend relevant staff meetings and other professional school-related activities, including those out of working hours, as required or directed by the Head of Primary and Primary Leadership Team.

The Teaching Assistant at NCBIS is part of the Primary team, working alongside MFL teachers, class teachers, the TA team, Phase HLTA, and academic and pastoral leadership teams.

The role contributes to strong partnerships with parents and the wider school community.

NCBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. NCBIS is aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

In accordance with UK Safeguarding Children and Safer Recruitment in Education legislation. Full police clearance, covering at least the previous 8 years, is necessary for all appointees for all countries lived in over this period of time.

The post holder will be committed to safeguarding and promoting the welfare of children and young people and will adhere to all school safeguarding policies and procedures.

Key Duties Of The Role:

<u>Support for the Pupils</u>	
•	Encourage pupils to actively engage in Spanish learning through participation, interaction and cooperative work.
•	Support pupils in developing confidence across the four communication skills: listening, speaking, reading and writing.
•	Model accurate Spanish pronunciation and language structures at all times.
•	Actively participate in lessons by singing, using actions, and engaging in games and storytelling alongside pupils to support comprehension and enjoyment.
•	Respond alongside pupils to whole-class questions in Spanish (and English where appropriate), modelling language and encouraging participation.
•	Support pupils in using Spanish in real-life contexts through role play, projects and communicative activities.
•	Provide targeted support for individuals and groups, including pupils with SEN, ensuring full access to learning.
•	Promote inclusion, independence, resilience and a positive attitude towards language learning.
•	Implement planned Spanish learning activities, adapting them according to pupils' responses and needs.



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Support for the Curriculum

- Support the delivery of a communicative Spanish curriculum aligned with whole-school approaches, including EYFS play-based learning and primary strategies.
- Reinforce key communication skills through engaging contexts such as songs, stories, games, and real-life scenarios.
- Support the integration of Spanish into cross-curricular and cultural learning opportunities.
- Use and support ICT and interactive resources to enhance language learning.
- Prepare, organise and maintain teaching materials and resources for Spanish lessons.

Support for the Teacher

- Support the delivery of the NCBIS Primary Spanish MFL curriculum across Reception and Key Stages 1 and 2.
- Assist in preparing classrooms, resources and displays that celebrate pupils' learning and promote Spanish language and culture.
- Promote positive behaviour and support the teacher in managing behaviour in line with school policy.
- Work collaboratively with the teacher in lesson preparation, adaptation and evaluation.



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	Observe and monitor pupils' responses to learning activities and provide accurate feedback to the teacher.
	Support assessment by contributing evidence of pupils' progress through observation and participation in activities.
	Support the documentation of pupils' learning by taking photographs and filming activities, including end-of-term projects where pupils demonstrate the four communication skills.
	Select appropriate photographic and video evidence in collaboration with the teacher and upload agreed materials to the shared drive.
	Assist with marking and recording pupils' progress where required.
	Provide general administrative support, including preparing resources and organising materials for lessons and projects.
	Liaise sensitively with parents when appropriate and under teacher guidance.
	Support the administration of routine assessments where required.
<u>General Tasks</u>	
	Adhere to all safeguarding, child protection, health and safety, confidentiality and data protection policies.
	Manage time effectively to complete tasks set by teachers and leadership teams.
	Support supervision of pupils during lessons, transitions, break and lunchtime where required.



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•	Contribute positively to the wider ethos and aims of the school.
•	Attend and actively participate in staff meetings, training sessions and collaborative planning.
•	Support pupils' physical care needs where necessary.
•	Accompany teaching staff and pupils on trips and visits and other school activities as required.
•	Engage in professional development and the school appraisal process.
•	Undertake additional duties as required by the MFL teachers, Head of Primary or Leadership Team.



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Teaching Assistant Person Specification	Desirable	Essential
Qualifications		
- Educated to degree level. - Holds NCFE Level 3 Award - Supporting Teaching and Learning (RQF) Qualification or an equivalent qualification. - Has passed the International English Language Testing System (IELTS)– minimum overall score of 5 or is prepared to complete and pass the test in 1st Year at NCBIS. - Training in relevant strategies (e.g. Literacy, phonics).	✓ ✓ ✓	✓
Experience		
Minimum three years experience working with children of relevant age in a recognised international school environment (or recognised equivalent).		✓
Professional Knowledge, Understanding and Skills		
- Aptitude for learning languages. - Speaks Spanish or is willing to learn Spanish. - Appropriate knowledge of first aid. - Ability to relate well to children and adults. - Ability to work constructively as part of a team, understanding classroom roles and responsibilities. - Effective use of ICT and equipment/ technology to support learning. - Understanding of relevant policies/codes of practice and awareness of relevant legislation. - General understanding of National/EYFS curriculum and other basic learning programmes/strategies.	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓

• Basic understanding of child development and learning. • Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	✓
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Reviewed by PLT: July 2026