

July 2021

Dear Applicant

Thank you for applying for the position of Foreign Language Assistant at Penryn College.

We require a Spanish speaking Foreign Language Assistant to support students in improving their oral communication skills and develop their knowledge of a different society and culture. You will have proven speaking/numeracy/literacy skills in Spanish and be able to lead activities independently with small groups of students. You would be an essential part of a committed department that encourages and expands and enthuses pupil's experiences within the subject.

This is a term time only position, with additional inset training days as required and is for approximately 8 hours per week to support Key Stage 4 Spanish lessons. Ideally the hours will be spread over the week and may differ from Week A to Week B. The hours and times will be discussed at interview when the timetable is finalised. We are also looking to appoint some Teaching Assistants and this role could potentially be incorporated within this role to offer extra hours. Please state on the application form if you would like to be considered for a Teaching Assistant role aswell.

The salary is on a proportionately reduced both in the number of hours worked and the number of weeks worked during the year. The position is paid for 43.128 weeks per year and is on a Grade E. The actual annual starting salary for this role is £3,123 per annum.

The position will start in September 2021 and is fixed until 31<sup>st</sup> August 2022 in the first instance.

The closing date for application forms is Friday 9<sup>th</sup> July at 9am. Interviews will be held during w/c 12<sup>th</sup> July.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check. In accordance with our policies we are unable to process applications without a fully completed application form.

Please return completed application forms along with your covering letter to:  
[vacancies@penryn-college.cornwall.sch.uk](mailto:vacancies@penryn-college.cornwall.sch.uk) or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ.

Yours faithfully

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Gemma Ohly  
HR Manager

Enc



**Headteacher:** Paul Walker

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

**T: 01326 372379** F:01326 373194 e:secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

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