



Appointment of

Spanish Language Assistant

Part time, term time
from 3 September 2026

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Spanish Language Assistant here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

We are seeking to appoint a skilled, committed and enthusiastic Spanish Language Assistant to support bilingual pupils at Key Stage 3 and to work closely with GCSE students as they develop confidence, fluency and precision in spoken Spanish. The role will place particular emphasis on preparing pupils for the new Edexcel GCSE (Higher Tier) Spanish speaking examination, supporting them to perform at the highest level.

This is an excellent opportunity for a native or near-native Spanish speaker with a passion for language education to contribute to a successful department with a strong culture of collaboration, integrity and academic ambition.

About the department

The Modern Languages Department at Alleyn's is a thriving, high-performing and forward-looking department in which languages are both academically successful and highly valued by pupils. Expectations are consistently high, outcomes at GCSE and A Level are excellent, and languages remain a popular and relevant subject choice across the school.

Pupils at Alleyn's are articulate, motivated and intellectually curious, and the department is committed to fostering confident communicators with a genuine appreciation of language, culture and global citizenship. Bilingualism and linguistic diversity are celebrated, and pupils are encouraged to develop accuracy, ambition and spontaneity in their spoken language.

Responsibilities of the Role:

- Deliver engaging one-to-one and small-group speaking sessions for bilingual KS3 pupils, supporting linguistic accuracy, register and range.
- Work closely with GCSE students to develop fluency, spontaneity and confidence for the Edexcel GCSE Spanish speaking assessment (Higher Tier).
- Support pupils in mastering exam-specific tasks, including role play, photo card and general conversation components.
- Develop pupils' pronunciation, intonation, grammatical accuracy and use of idiomatic language.
- Reinforce and extend classroom learning in close collaboration with subject teachers.
- Provide clear, constructive and encouraging feedback to help pupils make measurable progress.
- Uphold the school's high expectations of professionalism, conduct and safeguarding at all times.
- Be aware of the school's Health & Safety Policy.
- In conjunction with all staff of the school, support, promote, and act within the school's policies and practices about data protection.
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the school, support, promote, and act within the school's Safeguarding Policy.
- Any additional duties, as directed by members of the events management team, which are within the reasonable capability and responsibility of the Spanish Language Assistant.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

Education & Experience:

- Native or near-native fluency in Spanish.
- Strong command of spoken Spanish across a wide range of contexts and registers.
- Experience working with secondary-age pupils, ideally within an educational or tutoring setting.
- Experience supporting bilingual or heritage language learners.
- Previous experience as a language assistant or classroom support tutor is desirable.
- Familiarity with the Edexcel GCSE Spanish specification, particularly the speaking component, is desirable.

Skills:

- Ability to deliver engaging, structured and purposeful one-to-one and small-group speaking sessions.
- Strong understanding of pronunciation, intonation, grammatical accuracy and idiomatic usage in spoken Spanish.
- Ability to support pupils in developing fluency, spontaneity and confidence in spoken language.
- Skilled in providing clear, constructive and encouraging feedback to support measurable progress.
- Excellent interpersonal and communication skills, with the ability to build positive working relationships with pupils and staff.
- Ability to collaborate effectively with teaching staff to reinforce and extend learning.
- Strong organisational skills and the ability to manage time and sessions efficiently.

Personal Attributes:

- A positive, encouraging and professional approach to working with young people.
- Commitment to fostering confidence, ambition and a love of language learning.
- A collaborative mindset and willingness to contribute to a supportive departmental culture.
- High standards of professionalism, conduct and integrity.
- Reliability, enthusiasm and a proactive attitude towards all aspects of the role.
- Commitment to safeguarding and promoting the welfare of children and promoting the school's values.

Line Management:

The Spanish Language Assistant is managed day to day by the Director of Modern Foreign Languages. The role holder will also have free access to the Chief Operating Officer who holds ultimate responsibility for operational staff.



Working at Alleyn's

Terms and Conditions

This part-time, fixed-term position is for one academic year and is based on-site at Alleyn's School in Dulwich, South London. The role is offered on a term-time basis, commencing on 3 September 2026, with the possibility of extension. The post requires 6 hours of work per week, scheduled between Monday and Friday, excluding a 30-minute unpaid lunch break, and will be arranged according to the needs of the Modern Languages Department. The successful candidate will also be required to work a full day on Founder's Day, which takes place on one Saturday each year in late June or early July.

The salary is £5,337 to £5,930 per annum depending on skills and experience (based on an FTE of £45,000 to £50,000 per annum). The role is subject to a six-month probation period.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate from 3 September 2026.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is midnight on Sunday 31 May 2026.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the school. This will consist of interviews with relevant colleagues including the Director of Modern Foreign Languages There will also be an opportunity to meet with other relevant staff.

Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
