



Gravesend
Grammar School

Working at Gravesend Grammar School

Join our Team

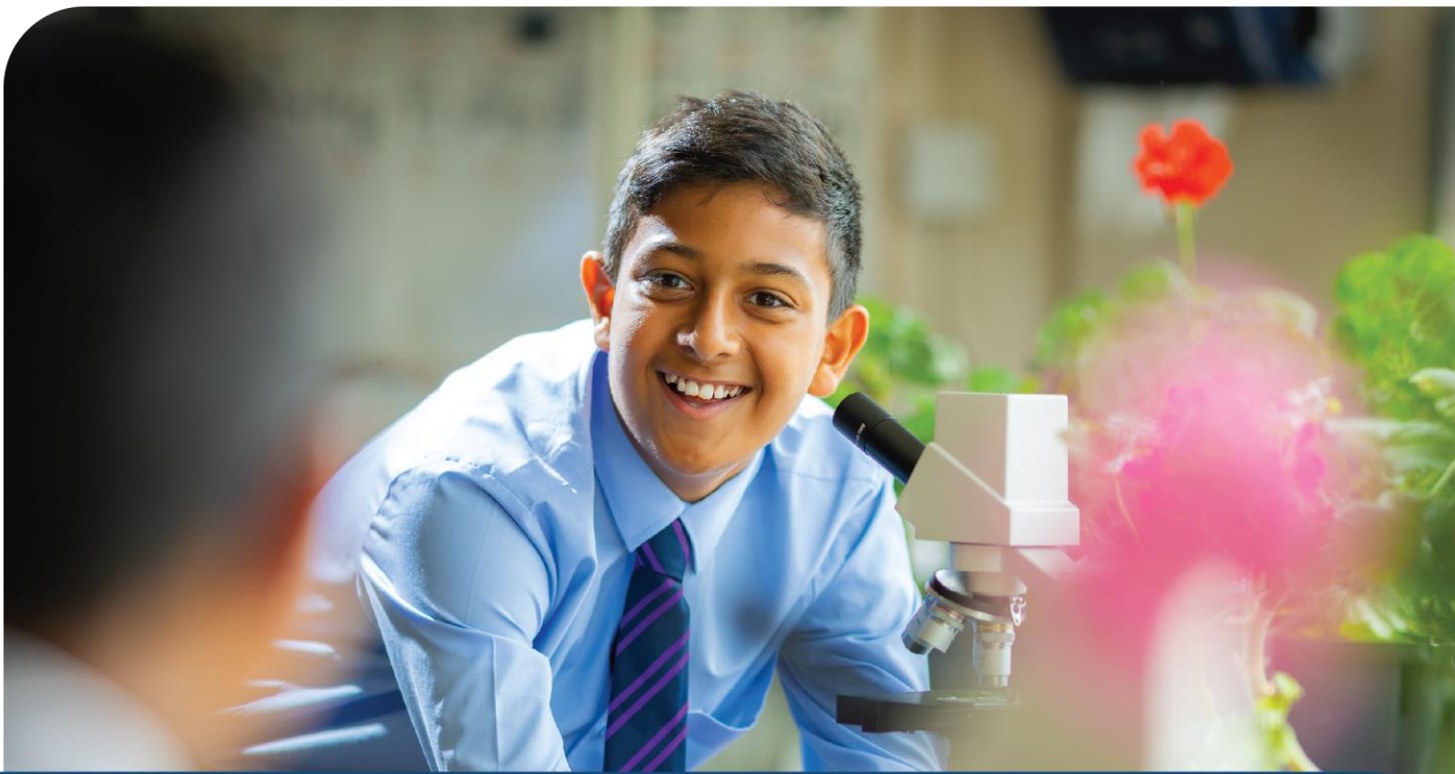


For appointment of:

Foreign Language Assistant
(Spanish)



PROUD TO BE
Aletheia
Academies Trust



Headteacher Welcome

Mr Malcolm Moaby

Thank you for your interest in the role at Gravesend Grammar School. I hope that what you read will encourage you to apply to be part of our team.

I am incredibly proud to be the Headteacher of Gravesend Grammar School. Having spent many years here as both a teacher and a leader, I am deeply committed to ensuring that our traditional values are preserved in a modern context.

While academic excellence is at the core of our mission, I believe that a rich and diverse curriculum is equally important in fostering well-rounded individuals. This balance enables our students to confidently navigate the next phase of their lives, complementing the demands of a rigorous academic program.

Our goal is clear: we strive to help every student progress and achieve success in life, while offering opportunities for teachers and support staff to excel and grow within their roles.

As a selective school we are fortunate to be educating students who have high aspirations and have a strong commitment and loyalty to the School. In return, we provide a high quality learning environment with opportunities and challenges for all of our students both within and beyond the curriculum.

We offer a positive learning atmosphere, a network of supportive colleagues, and a comprehensive professional development program.

I look forward to receiving your application.

About Gravesend Grammar School



Gravesend Grammar School, established in 1893, is a prestigious and highly respected institution with a long-standing tradition of academic excellence. Situated in Gravesend, Kent, the school has consistently delivered exceptional education to generations of students, fostering a learning environment that is both challenging and supportive. With a focus on both academic achievement and personal development, Gravesend Grammar School offers a broad and balanced curriculum, enriched by a wide range of extracurricular activities that allow students to explore their passions and talents. The school's dedicated and highly skilled staff are committed to providing high-quality teaching, nurturing each student's potential, and ensuring that they are well-prepared for future success.

Our vision is to provide students with challenges and opportunities that will equip them with the qualifications, skills, and personal attributes necessary for success in later life. We offer an ambitious and rigorous curriculum that fosters high academic aspirations for all students. Our expert teachers design engaging lessons that develop both subject knowledge and essential skills, empowering students to reach their full potential as they progress through their education.

Beyond academics, we aim to provide a wealth of opportunities that encourage students to explore their interests, build confidence, and foster a strong sense of community and belonging. Our extensive extracurricular programme is an essential part of this, and we value and recognize hard work and effort both within and beyond the classroom. The Parthenon and Milton Award schemes celebrate students' dedication and achievements, highlighting their growth and contributions to the school.

At the heart of our school is a commitment to the well-being and pastoral support of every student. We strive to build positive, supportive relationships where students feel safe, happy, and respected. Our aim is to create an environment where all students can thrive, seek guidance when needed, and feel valued as members of our community.

At Gravesend Grammar School, we prioritise the well-being and pastoral support of every student. We build positive, respectful relationships, ensuring that students feel safe, happy, and supported in an environment where they can thrive. Our school motto, *Consule Cunctis* – "take thought for everyone" – reflects our commitment to mutual respect and courtesy. The school's core values, or Pillars of Success, guide our efforts to help each student become the best version of themselves, preparing them for success in both their academic and personal lives.



"Pupils are highly respectful of each other, courteous and polite. Relationships between staff and pupils are exceptionally positive, which leads to very strong attitudes to learning. This is reflected in their excellent attendance". **Ofsted 2025**

Staff Benefits



We value every one of our employees and want to give back as much as possible. To show our appreciation, we offer a range of perks and benefits as outlined below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Job Description

Job Title	FLA (Spanish)
Location	Gravesend Grammar School
Duration	Term Time Only (TTO)
Work Hours	Flexible (between 10-15hrs per week)
Reporting to	Director of Languages
Salary	AATA point 1 (£12.70 per hour)
Pension	LGPS
Start date	1 st September 2025



About the Role

Main Objectives

1. Depending on teachers and the age of pupils, Foreign Language Assistants may be asked to:
 - Work on their own with individual students and small groups of students as applicable as directed by class teachers
 - Make recordings in Spanish that the school can use as examples of native-speaker speech
 - Work with teachers in the classroom
 - Introduce and practice exam specific tasks with GCSE and A Level students
 - Assess students' ability in speaking and provide feedback to the students
 - Liaise with teachers regarding individual students' progress
 - Highlight areas for development within the students' speaking skills and share this with class teachers
 - Become familiar with GCSE and A Level exam requirements as directed by teaching staff
 - Support the Spanish department in creating exam specific questions and activities
2. To support all other departmental events as appropriate.
3. To liaise with other departments, outside agencies, etc as and when required and carry out such other work as may be appropriate to the role.

Key Responsibilities



Requirements

- Native or near native proficiency in Spanish
- Motivated, patient and keen to work with young people with a range of linguistic abilities to help them achieve their potential
- Good organisational and time management skills
- A reliable team player

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).





Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

How to Apply



If you are excited by this role and believe you have the values, vision, and expertise to lead our school through this exciting period of development, then we would love to hear from you.

Jo Barker-Platt, Director of People and Culture

HR@aletheiastrust.org.uk

01474 533 082.

To apply for this role, please visit [MyNewTerm](#)

School Visit Date:

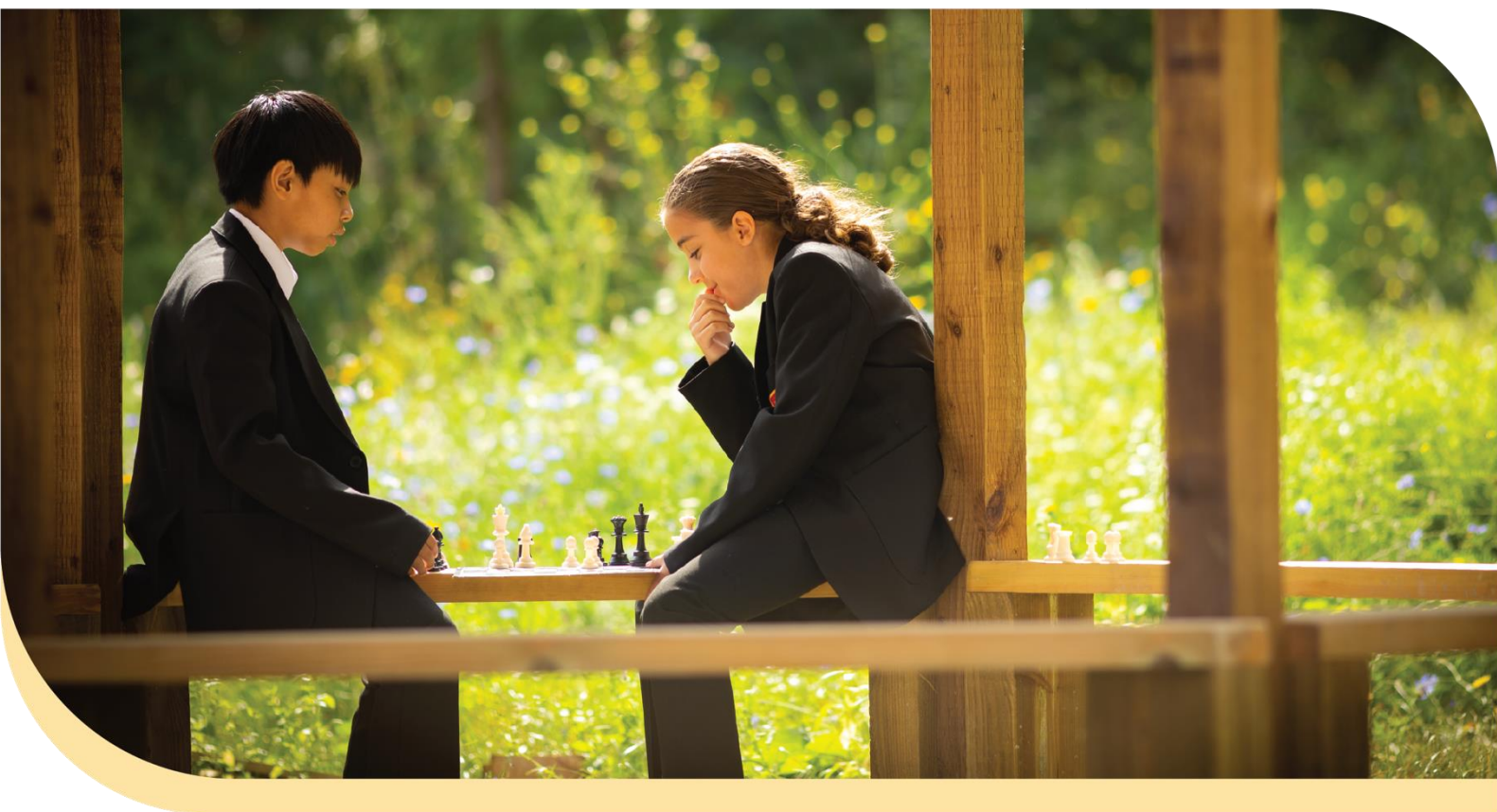
w/c 16/06/25

Closing Date:

03/06/2025

Interview Date(s):

w/c 16/06/2025



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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Contact Us

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