

Mahindra International School

Job Description



Updated	September 2026
Job Title	Teaching Assistant – Spanish (Secondary)
Reports to	Teacher of Spanish / Secondary Principal
Starting	October 2026

SUMMARY

A Teaching Assistant's primary responsibilities are to assist the students in their learning, in collaboration with the teachers, through the domains of academic support, pastoral care, home-school communication and classroom management. This post supports the teaching of Spanish across the Middle Years Programme and the Diploma Programme, working closely with the Teacher(s) of Spanish and the Head of Department (Language Acquisition) to meet the needs of learners at a range of language phases and levels. A particular focus of the role is supporting students in spoken Spanish and in the preparation of language resources. While carrying out their duties, the Teaching Assistant will model the attributes of the IB Learner Profile. In line with the school's guiding statements and ethos they will "promote open communication based on an understanding of mutual respect."

Main Responsibilities:

Learning and Teaching

- Work with small groups and individual students within Spanish lessons to facilitate greater differentiation, as requested by the teachers or the leadership
- Support oral language development through structured conversation, pronunciation and listening practice in Spanish, in class and in withdrawal groups
- Contribute to the planning of units and offer suggestions for day-to-day learning engagements; however, it is **NOT** the responsibility of a teaching assistant to do the day-to-day planning, even for small groups
- Help to keep observational notes on students, in particular evidence of progress across the MYP Language Acquisition phases and DP language levels
- Assist in the management of Toddle; specifically, take attendance, post announcements and upload task instructions and resources as directed by the teacher
- Assist in the general day-to-day organizational and administrative tasks of the Languages department
- Help curate online and physical resources for learning as appropriate, including graded readers, audio and video material, vocabulary banks and authentic Spanish texts
- Assist with the preparation and invigilation of in-class assessments, and with the collation of materials for MYP and DP assessment tasks as directed by the teacher
- Support preparation for external Spanish certification, including DELE, where students are entered, working under the direction of the teacher and the Language Testing Coordinator
- Be present at key transition times between lessons to "Meet and Greet" students with the teacher(s)
- Assist the teacher with end-of-the-semester reports by offering evidence and observations for the teacher to include in their report
- Be familiar with the IB philosophy and methodology and show sustained efforts to continually inquire into effective language teaching pedagogy (MYP: From principles into practice; DP Language B and Language ab initio guides)

- Attend and contribute to all relevant curriculum and departmental meetings
- Attend and contribute to all relevant PD and meetings, both section and whole school
- Apply for courses that will directly impact student learning at MIS in line with the PD protocol

Communication

- Check emails daily for any messages and bring the messages to the notice of the Teacher of Spanish for responses if needed
- Assist with posting notices via email, Toddle, and weekly updates
- Read the daily bulletin before the start of the school day
- Check school email at least twice a day, before school starts and at the end of the school day
- Respond to all surveys and queries in a timely manner
- Read and action any points in the Staff Weekly Update in a timely manner

General Expectations

- Carry out supervision duties on campus as assigned by the leadership team
- Work collaboratively with the teachers and students to develop effective displays that support language learning
- Continue to support all areas of learning and teaching and communication
- Accompany the students at the end of the school day and monitor their departure in buses / cars
- Accompany classes during field trips both day and overnight, including any Spanish language or cultural visits
- Carry out any responsibility connected with special events such as celebrations, language week, concerts and productions

Qualifications:

- Minimum first degree – at a bachelor level
- Proficiency in Spanish at CEFR C1 or above, or native or near-native command of the language
- Working proficiency in English, the language of instruction at MIS
- BEd. or MEd. preferred
- BA or MA in Spanish, Hispanic Studies or Modern Languages an advantage

Necessary Skills:

- High level of communication skills in written and spoken Spanish
- Strong command of spoken and written English language
- Technology literate
- Experience of delivering or assisting in learning and teaching is preferred
- Experience of Toddle or a similar student learning platform is preferred
- Familiarity with the CEFR and with IB language acquisition courses is preferred
- Growth Mindset and open to pursuing a BEd. or MEd.

Application Process:

- Cover letter
- CV / resume, including at least two professional referees — full name, details of their positions, professional email addresses and telephone numbers. Referees will not be contacted without the prior consent of the candidate.
- Police clearance certificate to work with children, or a willingness to obtain one
- A willingness to sign the self-declaration on child safeguarding

How to Apply:

Candidates should apply through **Search Associates**.

Applications can also be sent to: **hr@misp.org**

We are an equal opportunity employer and welcome applications from candidates of all backgrounds. Only shortlisted candidates will be contacted.

Join us in shaping the future of education and making a difference in the lives of our global community. Apply now to be part of our Secondary School team at Mahindra International School.

Safeguarding Statement: In accordance with the school's commitment to adhere to the International Task force on Child Protection and all other relevant guidance and legislation in respect of safeguarding children, the Teaching Assistant will be required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.