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|  | **Winchmore School**  **Job Description** |  |

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| **Post Title**: | **Instructor of French** |
| **Hours**: | **5 days a week, Term time** |
| **Grade**: | **Unqualified Teacher Range – Outer London** |
| **Responsible to**: | **Head of Learning Support Faculty** |

**Purpose and Duties:**

* Teach French across the school with a particular focus on Learning Support
* Assist and support the MFL Faculty in teaching French across the school with a particular focus on Learning Support
* Support Winchmore School’s International student exchange programme which includes designing tailor-made TEFL courses for international exchange students
* Teach ESOL courses to parents and carers of students who are learning English as an additional language

**Equal Opportunities**

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School’s policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

**Health & Safety**

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council’s, the Education, Children’s Services & Leisure Department’s, and the School’s Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

**Safeguarding of Children and Young People**

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment**.**