



## JOB DESCRIPTION

Post Title:	Foreign Language Instructor
Accountable To:	TGAT Partnership Director of Modern Foreign Languages
Location:	The GORSE Academies Trust
Scale:	UQ3

### PURPOSE OF THE POST

- To work as a member of the Languages Departments and to contribute positively to GORSE.
- To improve students' communication skills, particularly oral skills.
- To develop students' knowledge of a different society and culture.
- To prepare relevant, up-to-date and authentic materials for use in teaching which engage and challenge student.
- To give individual pupil support.
- To become familiar with the GCSE and A Level Specifications in order to help students prepare for effectively for examinations.
- To liaise regularly with Curriculum Leaders and subject teachers.
- To assist in developing resources and materials for use across the Trust
- To participate as appropriate in extra-curricular activities, including lunchtime clubs and after-school revision classes.
- To accompany visits abroad where possible.
- To attend and participate in relevant meetings as required.
- To participate in training development opportunities as required.
- To perform any other reasonable duties relating to the post as directed by Princial and/or Director/Faculty Leader of Modern Foreign Languages.

### WORKING WITHIN THE LAW AND FRAMEWORKS

- Know the current legal requirements, national policies and local guidance on the safeguarding and promotion of the well-being of children and young people, including reading and implementing the academy's key safeguarding materials which include:
  - The Academy's Child Protection Policy,
  - The Academy's Positive Discipline and Behaviour policy
- Familiarise yourself with the content within Appendix A of: *'Keeping Children Safe in Education'*

# GORSE

- Know how to identify potential child abuse and follow safeguarding procedures.
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for special support.

## **DEVELOPING PRACTICE**

- Evaluate your performance and be committed to improving your practice through appropriate professional development (i.e. training, mentoring etc.)

## **PERSONAL RESPONSIBILITIES**

- Hold positive values and attitudes adopt high standards of behaviour in your professional role.
- Carry out the duties and responsibilities of the post, in accordance with the Academy's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Take responsibility for safeguarding and promoting the welfare of children.
- Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- Undertake training and professional development as appropriate.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**Person Specification**  
**Modern Foreign Language Instructor**

Attribute	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Native Speaker in Language required.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Must be able to communicate fluently, orally or in writing, and have a friendly and confident manner with a capacity to relate well to young adults and young people.</li> <li>• Must be able to provide language teaching within a cultural context by providing a link with target language speaking countries.</li> <li>• Must be flexible, cooperative and helpful and respect the ideas and expertise of others.</li> <li>• Is able to use time efficiently and can work with the minimum of supervision.</li> <li>• Must be able to assess student performance and to offer advice as to how to improve.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A passion for education and making a difference</li> <li>• Excellent communicator</li> <li>• Effective team member</li> <li>• Drive and determination</li> <li>• Ambition</li> <li>• Positive and calm under pressure</li> <li>• Able to maintain confidentiality and discretion.</li> <li>• Willingness to contribute to the wider life of the Academy/Trust</li> </ul>
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to Continuing Professional Development</li> </ul>
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> </ul>

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