



JOB DESCRIPTION

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| Post Title: | Foreign Language Instructor |
| Accountable To: | Partnership Director |
| Location: | The GORSE Academies Trust |
| Scale: | UQ3-UQ6 |

PURPOSE OF THE POST

- To work as a member of the Languages Department and contribute positively to GORSE.
- To improve students' communication skills, particularly oral skills.
- To develop students' knowledge of a different society and culture.
- To assist teachers with classroom curriculum delivery.
- To assist in the planning and delivery of classroom learning activities.
- 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.
- Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To perform any other reasonable duties relating to the post as directed by Principal 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 GORSE'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'*
- 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

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- Take responsibility for safeguarding and promoting the welfare of children.
- Undertake training and professional development as appropriate.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

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.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification
Modern Foreign Language Instructor

| Criteria | Essential/ Desirable |
|---|-------------------------|
| Qualifications | E/D |
| N/A | N/A |
| Knowledge and Skills | E/D |
| 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. | E |
| Must be able to provide language teaching within a cultural context by providing a link with target language speaking countries. | E |
| Must be flexible, cooperative and helpful and respect the ideas and expertise of others. | E |
| Is able to use time efficiently and can work with the minimum of supervision. | E |
| Must be able to assess student performance and to offer advice as to how to improve. | E |
| Experience | E/D |
| Native Speaker in Language required. | E |
| Personal Qualities | E/D |
| A passion for education and making a difference | E |
| Excellent communicator | E |
| Effective team member | E |
| Drive and determination | E |
| Ambition | E |
| Positive and calm under pressure | E |
| Able to maintain confidentiality and discretion. | E |
| Willingness to contribute to the wider life of the Academy/Trust | E |
| Continuous Professional Development | E/D |
| Evidence of commitment to Continuing Professional Development | E |
| Other Conditions | E/D |
| Enhanced DBS Clearance | E |

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