**JOB DESCRIPTION**

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| Post Title: | Modern Foreign Language Instructor |
| Accountable To: | TGAT 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 The GORSE Academies Trust
* 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 students
* 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 Head Teacher

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’*
* 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.
* Undertake any other reasonable duties appropriate to the post as directed by Head Teacher and/or Director/Faculty Leader of Modern Foreign Languages

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*