

## Job Description

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**Job title:** Tutor - MFL  
**Reports to:** Head of Department  
**Location:** Leigh Academy Blackheath

### Job purpose

To support students whose learning has been impacted by COVID-19 and assist in improving learning and development across Years 7 to 10, either on a 1-1 basis or in small groups.

### Responsibilities and duties

- To run conversational practice in small groups preparing for GCSE. (AQA specification)
- To prepare resources and lead advanced sessions with native speakers of Spanish.
- To support small groups of students designated by the class teacher or Senior Leadership Team.
- Supporting pupils with additional needs in mainstream classes, ensuring their safety and access to learning.
- To lead on extra-curricular activities to engage students outside of curriculum time.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To assist teachers to identify the learning needs of individual students.
- To provide feedback to teaching staff regarding student progress with respect to identified units of work.
- To keep an accurate record of group work: learning objective / teaching task / students / relevant assessment data.
- To plan and deliver sessions following an outlined programme of study.
- Supporting pupils in using basic ICT as directed.
- Assist students to engage in independent and self-directed learning.
- Be fully aware of individual student targets and provide the necessary advice, support and guidance to enable them to be achieved.
- Actively promote the adherence to Academy rules and guidance by students, particularly related to Attitudes to Learning.
- To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
- Take part in the Academy Performance Management process.

### Person Specification

- Confident speaker of Spanish with a genuine interest in the language and culture. Additional languages would be advantageous, in particular French.
- Excellent interpersonal and communication skills.
- Creative and the ability to be innovative in finding solutions.
- Good knowledge of IT skills.
- Enthusiasm and energy.
- The ability to think reflectively.

- A commitment to personal and social development of self and others.
- Resilience and the ability to remain calm under pressure.
- The ability to meet deadlines.
- A team player.
- A sense of humour.
- Effective organisational skills.
- A good knowledge of educational issues.
- Experience of working in a school.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.