



THE GRAMMAR
SCHOOL AT LEEDS

Be Inspired



Teacher of Modern Languages
Primary

The role

Teacher of Modern Languages - Primary

Reports to: Vice Principal and Head of Primary School

Main purpose of role:

To contribute to providing an excellent education for all the school's pupils by teaching with expertise and enthusiasm, offering support to the learning of individual students and contributing to the school's pastoral system.

To support the Head and the SLT in the implementation of all aspects of school policy in order to maintain the aims and ethos of the school as a whole.

To demonstrate GSAL values and high standards of professional conduct at all times.

Main responsibilities:

Teaching and learning

Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:

- Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment.
- Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.
- Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.
- Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.
- Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners.

- Maintain an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning.
- To develop the schemes of work and adhere to it when planning and teaching.
- Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach and ensuring assessment data is used to monitor pupil progress and raise levels of attainment.
- Organising the learning resources and creating displays to encourage a positive learning environment;
- Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- Working collaboratively with members of staff across the school
- Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.





Pastoral

Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:

- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Leading and participating in Assemblies.

Marketing and external links, including public occasions

Contribute to the positive promotion and marketing of the school in the local and wider community, where possible, by:

- Actively participating in educational outreach and promoting French/Spanish within the school community to encourage pupils' interest in the subject area or school.
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.

Management and administration

Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:

- Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Ordering and allocating of equipment and materials where required.

Training and development of self and others

- Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:
- Reviewing own methods of teaching and programmes of work.
- Evaluating own performance and being committed to improving own practice through appropriate training and professional development.
- With the line manager, engage actively in any process of appraisal or performance review for self.

All teaching colleagues are required to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.
- Adhere to school policies
- It is common for GSAL teachers to play an active role in the extra- curricular programme.
- In accordance with school policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.
- Carry out duties as required
- Attend all relevant parents' meetings, which may take place in the evening.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head.

General:

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All colleagues employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All colleagues should be aware of the school's health & safety policy and implement it as appropriate.
- Actively contribute to a culture that promotes positive mental health and wellbeing among colleagues and pupils, recognising the impact of workload, behaviour, and communication on others.



The person

Qualifications & attainments

- Strong educational background.
- A teaching qualification at degree or post-graduate level.

Experience & knowledge

- Knowledge of current educational practice and issues
- Experience of teaching modern languages to either primary or senior age pupils
- Awareness of the national curriculum requirements and know how to assess pupils' progress
- Understands the implications of the Code of Practice for Special Educational Needs for teaching and learning

Essential Desirable

Essential	Desirable
✓	
✓	
✓	
✓	
✓	
✓	

Skills & qualities

- An excellent practitioner in the classroom
- Ability to communicate effectively orally and in writing to a range of audiences
- High level of organisational and planning skills
- Can work effectively as part of a team, relating well to colleagues, pupils and parents
- Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them
- Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure
- Commitment to safeguarding and high levels of pastoral care
- A familiarity with technology and its application in teaching and learning

Essential Desirable

Essential	Desirable
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	

Values & ethos

- A willingness to consider and reflect upon one's teaching methods, with a commitment to learning and continuing professional development
- A commitment to pastoral responsibilities and co-curricular activities
- A willingness to contribute to the corporate life of the school with a supportive understanding of the ethos of independent education

Your benefits

Colleague benefits - teaching

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

Access to our Colleague Assistance Programme well-being app, Vivup, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions



Access to the defined contribution pension scheme: 0% colleague contribution with 21% employer contribution and 4x salary life insurance



Beautiful lunch time walking routes around our 140 acre site



Generous leave of absence scheme to support our colleagues when they need it



Colleague discounts through multiple providers, including Vivup, Discounts for Teachers and Extras



Access to our 24/7 GP provider, Health hero



Training and CPD available including five inset days per academic year



Enhanced school holidays, approximately 16 weeks non-term time



Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps



Significant discount on school fees



Colleague lunches: three courses for £2.40 available during school lunchtimes plus free tea, coffee and hot chocolate



Subsidised childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11)



Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events



Use of the school's extensive library facility



Free car parking available on site



Salary sacrifice schemes for cycle to work



Free use of the school bus service (subject to availability)



Free after school childcare until 6pm for the hours that you are working (subject to availability)



Subsidised flu vaccination onsite



Enhanced payment for maternity, paternity and adoption leave (subject to meeting certain eligibility criteria)



About us

The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 members of staff, based on a modern, purpose-built campus in north Leeds.

A rich heritage combined with an innovative approach, GSAL offers academic excellence and a breadth of opportunity that develops and celebrates the strengths of all pupils and staff. The school seeks to nurture all its pupils to make the most of their talents, realise their potential and develop a confidence to rise to any challenge.

Academic achievement is at the heart of a rounded education at the school. A rich, stimulating curriculum combined with a caring pastoral system helps to develop curious and successful learners and well-rounded citizens alongside achieving consistently excellent academic outcomes.

GSAL is a co-educational school which follows the 'diamond model'. Between the ages of 3 and 11, pupils are taught together before moving into predominantly single-sex academic classes from ages 11 to 16 years, later reverting to mixed teaching groups in sixth form. This structure offers the advantages of single sex teaching and learning, together with the continued benefits of mixed co-curricular and pastoral engagement.





Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

Fairness
Respect
Equity
Diversity
Inclusion
Engagement

**PROUD TO BE™
FREDIE**

We care
We are brave
We grow a little every day



Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2023 the school was awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



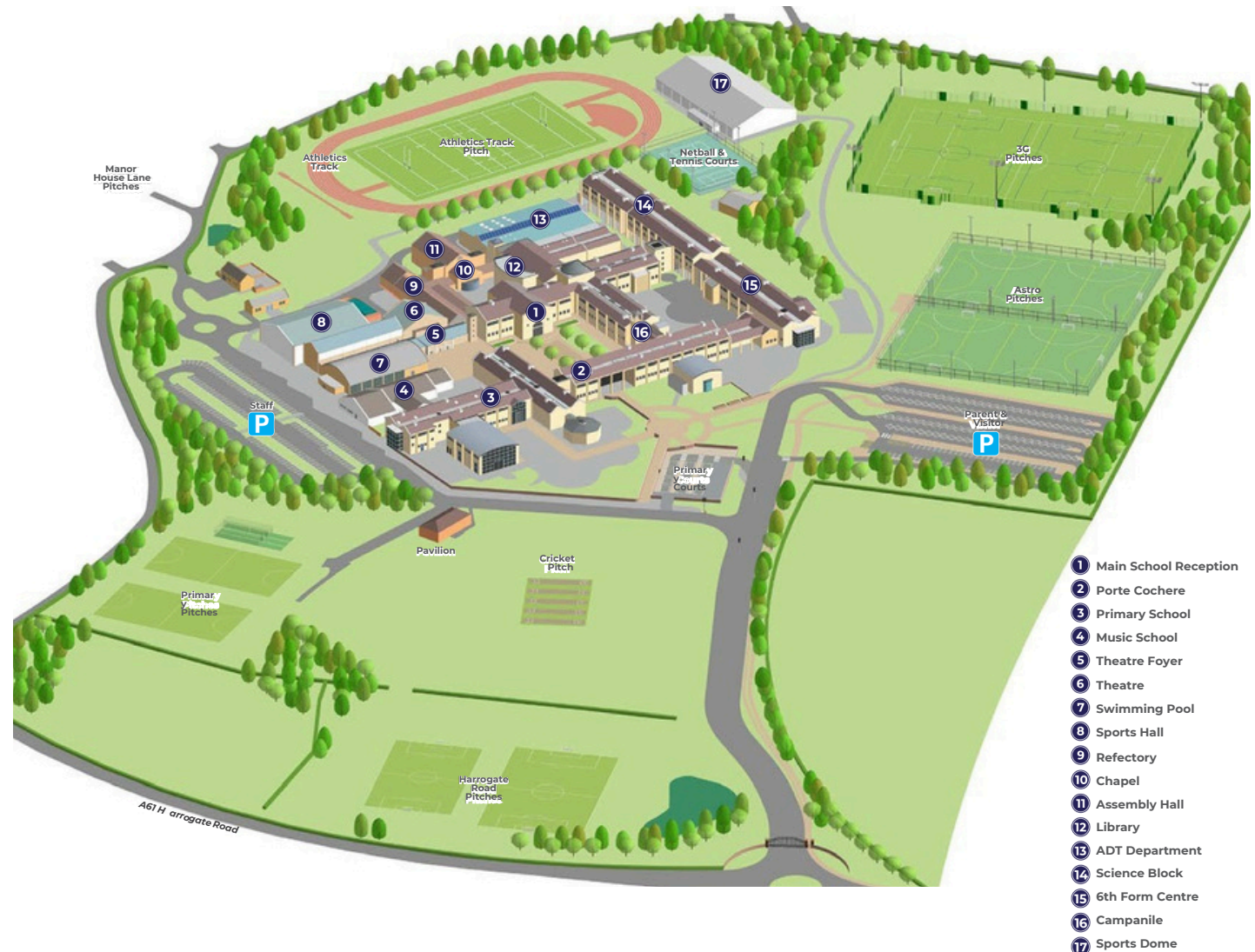
Our location and facilities

Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire’s beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.



Recruitment process

COMPLETE APPLICATION FORM

Please ensure you complete your full employment history since leaving school, accounting for any gaps in employment.

1

APPLICATION REVIEWED

The recruiting panel will review your application against the criteria as listed on the person specification, as well as your experience and qualifications where relevant.

2

SHORTLISTING

The recruiting panel confirm the shortlisted applicants. You will receive a decline notification at this time if you are not shortlisted.

3

APPOINTMENT CONFIRMED

You will be contacted by the recruiting panel following interviews to confirm if you are being offered the role. You confirm your acceptance at this point. Once you verbally accept, you will receive an offer letter from HR.

6

INTERVIEWS

You will attend site for interview. You will need to make sure that you bring three pieces of ID and your qualifications listed on your application. These must be original documents. You must also complete a self-disclosure ahead of interview and return this to HR.

5

INTERVIEW INVITATION

For shortlisted candidates, you will receive an invitation to interview detailing the specifics of the day. For some roles, there may be an initial longlist interview before shortlist interviews face to face.

4

NEXT STEPS FROM HR

HR will contact you with next steps. This may include inviting you to bring any missing documents you did not bring to interview, confirming gaps in employment.

7

DBS APPLICATION

You will receive an invitation from HR to complete your DBS application via a third party provider, Carecheck. HR will then use the ID you provided in an interview to submit your application. You will receive your DBS certificate in the post directly. Please let HR know when you receive this.

8

HR CHECKS

From your offer letter, HR will be completing your pre-employment checks in the background. This includes checking for gaps in your employment history, chasing your references, checking your health and childcare disqualification forms, checking your DBS and any overseas checks. HR may send you queries during this time to complete these checks.

9

CHECK REVIEW

Once your checks are complete, the HR team will put together a personnel file for you. This is then reviewed by the Director of HR and VP and Head of Primary before you can receive an unconditional of appointment.

10

AGREE A START DATE

Your line manager will contact you to agree a mutually convenient start date for you. Once agreed, HR will send a contract to you listing the agreed start date.

13

TRAINING AND POLICIES

You will be sent access to the HR system to complete training and policy reading ahead of your first day onsite. You will also receive induction information at this time.

12

NEW STARTER INFORMATION

You will provide personal details to HR as well as an ID photo for them to be able to add you to systems and make an ID badge ready for your first day.

11

JOIN OUR
Team





THE GRAMMAR
SCHOOL AT LEEDS

Be Inspired

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