



LEIGH
Academies Trust

Job Pack

Foreign Language Assistant
Leigh Academy Ebbsfleet

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description



Leigh Academy
Ebbsfleet

Job Title: Foreign Language Assistant

Reports to: Vice Principal

Location: Leigh Academy Ebbsfleet

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role

- The core purpose of the Foreign Language Assistant is to support the MFL teaching team in creating a dynamic and immersive language learning environment. This involves assisting with lesson preparation, delivering language activities, providing individual and small group support, and facilitating authentic language practice.
- The Foreign Language Assistant shares their cultural expertise, contributes to the development of resources, and supports the assessment of students' oral language skills. They promote intercultural awareness and global citizenship, enhancing the educational experience for both students and teachers.

Key Responsibilities

- Support teachers in the delivery of the MFL curriculum, assisting with lesson planning and preparation of resources.
- Prepare and deliver language activities and materials under the guidance of the teacher, adapting resources to meet the needs of different learners.
- Provide individual and small group support to students to improve their language skills, focusing on speaking, listening, reading, and writing.
- Facilitate authentic language practice through conversation, role-play, and discussions, encouraging students to communicate confidently in the target language.
- Share aspects of their own culture and experiences to enhance students' cultural understanding and promote intercultural awareness.
- Assist with the creation of resources for MFL lessons, including audio-visual materials and online content.
- Contribute to the assessment of students' oral language skills, providing feedback to teachers on student progress.
- Work with teachers in the classroom, providing support during lessons and activities.
- Work independently with small groups of pupils, delivering targeted interventions or extension activities.
- Make recordings in their own language that the school can use as examples of native-speaker speech.
- Introduce and contribute to group discussions and role-plays in their own language.



- Work on specific topics with small groups of older students, providing advanced language support and cultural insights.
- Contribute to cross-curricular work in collaboration with other subject areas, promoting the use of languages across the curriculum.
- Help set up links with schools in their home country, fostering international partnerships and exchange opportunities.
- Contribute to international projects, providing linguistic and cultural support.

Wider responsibilities

- Support all other departmental events as appropriate, such as language days, trips, and cultural celebrations.
- Liaise with other departments, outside agencies, etc., as and when required, and carry out such other work as may be appropriate to the role.
- Participate in activities and events as required by the Academies Development Plan.

Expectations

- Increased student engagement and motivation in MFL lessons.
- Improved student confidence and fluency in the target language, particularly in speaking and listening skills.
- Enhanced student understanding and appreciation of the target language culture and its people.
- Effective support for teachers in delivering a high-quality, engaging, and effective MFL curriculum.

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/Academies 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.





As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Foreign Language Assistant, we would expect candidates to demonstrate:

Qualifications and Training

Essential

- O'Level/ GCSE A-C pass grade/ new grade Level 4-9 in Mathematics and English
- Fluent/Native speaker of the target language, possessing a high level of linguistic competence and cultural understanding

Desirable

- Experience of working with young people, demonstrating an ability to engage and support students in a learning environment
- A qualification in teaching or TEFL (Teaching English as a Foreign Language), providing a foundation in pedagogical principles and classroom practices

Knowledge and Understanding

Essential

- A good understanding of the culture of their home country, enabling them to provide authentic cultural insights and enrich students' learning
- An awareness of the needs of students learning a foreign language, including the challenges and strategies involved in language acquisition

Desirable

- Knowledge of the UK education system, facilitating effective collaboration with teachers and a smoother integration into the school environment

Experience

Essential

- Experience of working in a school environment, providing familiarity with school routines, policies, and procedures

Desirable

- Experience of presenting to groups, demonstrating confidence and the ability to engage an audience in language learning activities

Skills and Abilities

Essential

- Excellent communication skills, both oral and written, in the target language, ensuring clear and effective communication with students and staff
- The ability to work effectively as part of a team, collaborating with teachers and other colleagues to support the delivery of the MFL curriculum



- Good organisational skills, enabling effective planning, preparation, and management of resources and activities
- Flexibility and adaptability, with the ability to respond to changing priorities and work effectively in a dynamic school environment

Desirable

- Competence in using IT, including proficiency in relevant software and online tools to enhance language learning and create engaging resources
- The ability to relate well to pupils of all ages, adapting communication and teaching style to meet diverse needs and learning styles

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

