



Thomas Deacon Academy



Thomas Deacon Academy

Application Information Pack

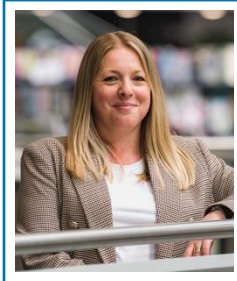
HLTA – Modern Foreign Languages



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	HLTA - Modern Foreign Languages
Reports to	Subject Leader - MFL
Salary/Grade	Pathway 5
Date Last Evaluated	April 2026
Core Purpose	<p>To support teaching and learning within the Modern Foreign Languages department, ensuring the effective delivery of French and Spanish across KS2-KS4. The HLTA will be responsible for promoting pupil progress, engagement, confidence, and achievement in MFL through high-quality classroom support, targeted small-group interventions, and the delivery of planned lessons.</p> <p>The role includes contributing to GCSE outcomes through focused support for speaking, listening and writing components, and working collaboratively with teachers and the subject leader to monitor and support pupil progression.</p>

Key Responsibilities

Supporting Teaching and Learning (MFL focus)

- Support learning in French and Spanish lessons across KS2-KS4, working with individuals, small groups and whole classes.
- Teach planned lessons in French and Spanish across KS2-KS3, in line with departmental schemes of work.
- Support KS4 students through:
 - Practising conversation, role plays and spontaneous responses for GCSE speaking examinations
 - Targeted support for writing and listening examination skills
- Deliver structured intervention and catch-up sessions for identified pupils to support progress and attainment in MFL.
- Use subject knowledge to model accurate pronunciation, grammar and vocabulary in French and Spanish.
- Provide feedback to students that supports progress and builds confidence in language learning.

Assessment, Monitoring and Progress



- Assess pupil progress in accordance with departmental and academy assessment policies.
- Contribute to marking, formative assessment and feedback under teacher guidance.
- Liaise regularly with the MFL Subject Leader, class teachers and tutors to monitor pupil progress and attainment.
- Keep accurate records of intervention impact and pupil progress.
- Support the identification of pupils requiring additional intervention or challenge.

Department Responsibilities

- Use, adapt and contribute to departmental teaching resources when delivering lessons and supporting classes.
- Support the preparation of materials for lessons, interventions and GCSE examinations.
- Where appropriate, attend and contribute to departmental meetings, sharing feedback on pupil progress and support strategies.
- Support consistency in classroom routines, expectations and behaviour management within the MFL department.
- Contribute to maintaining an engaging and inclusive learning environment that promotes language learning and cultural awareness.

Supporting the Academy

- Promote and safeguard the welfare of all pupils in line with academy safeguarding policies.
- Be aware of and comply with academy policies and procedures at all times.
- Support students during educational visits and enrichment activities related to languages, where appropriate.
- Uphold the academy's values and ethos and promote positive behaviour for learning.
- Engage in CPD relevant to MFL, language teaching strategies, and HLTA responsibilities.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.



- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Level 2 qualification (GCSE or equivalent) in English and Maths	D	A
HLTA status or equivalent qualification/experience	D	A/I
Relevant qualification or training in French and/or Spanish	D	A
Training in language-teaching strategies or assessment	D	A/I
Knowledge & Understanding		
Knowledge of supporting teaching and learning in French and Spanish across KS2-KS4	D	A/I
Understanding of effective classroom and small-group support strategies	E	A/I
Understanding of how to assess and monitor pupil progress in line with school and departmental policies	D	A/I
Knowledge of safeguarding, child protection, confidentiality and data protection procedures	E	A/I
Understanding of GCSE MFL requirements, particularly speaking, listening and writing	D	A/I
Awareness of strategies to support pupils with differing learning needs in language lessons	D	A/I
Skills & Abilities		
Ability to support and, where required, deliver planned lessons in French and Spanish	E	A/I
Ability to support spoken language, pronunciation and conversation practice	E	A/I
Effective communication skills with pupils, staff and parents	E	A/I
Ability to adapt and use departmental resources to support learning	E	A/I
Ability to work independently using initiative within agreed frameworks	E	A/I
Good organisational and time-management skills	E	A/I
Competent IT skills to support learning and record pupil progress	E	A/I
Experience supporting exam preparation, particularly GCSE speaking practice	D	A/I
Evidence of contributing to lesson preparation or resource development	D	A/I



Experience

Minimum 3 years' experience working with children or young people in an educational setting	E	A/I
Experience of supporting individuals and small groups to make progress	E	A/I
Experience working within classroom settings across a range of ages	E	A/I
Experience supporting or teaching Modern Foreign Languages	D	A/I
Experience working with KS4 pupils	D	A/I

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A - Application I - Interview T - Task/Activity L - Lesson Observation
R - References



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