



Job Description and Person Specification

Tutor - Modern Languages (French/Italian/German)

Responsible to: General Manager

Responsibilities: To deliver high quality language learning programs in line with QUEST TOKYO expectations and training

Teaching and Learning

- Ensure teaching and learning is targeted and challenging
- Focus on progress and success
- Give clear, immediate and ongoing oral/written feedback so pupils know how to improve
- Assess and report on the development, progress and attainment of pupils
- Plan programs of work, using assessment to inform future planning
- Manage and maintain high standards of pupil behaviour in all learning situations
- Communicate articulately with the parents of pupils about their child's progress
- Provide learning tasks to be completed outside the lesson where appropriate

Other Responsibilities

- Attend and participate in staff training
- Ensure health and safety of all pupils
- Take responsibility in an emergency situation (if in-person)
- Monitor attendance of pupils

Person Specification

Experience - evidence of:

- Successful primary/secondary school teaching
- Native level language fluency - speaking, reading, writing
- Ensuring and assessing pupil progress
- Excellent outcomes for pupils
- Interest in engaging lesson design
- Passion for teaching

Knowledge, skills and abilities:

- Knowledge of child development stages and curriculum development
- Engaging and impactful teaching skills
- Commitment to being a positive team member
- Excellent verbal and written communication skills
- Ability to work under pressure, prioritise tasks and manage time effectively to meet deadlines

Disposition - evidence of:

- Personal and intellectual qualities required to set an example to pupils
- Ability to work on own initiative and be proactive
- Commitment to excellence and to significantly raise the skills and personal achievements of each pupil
- Flexibility, drive, energy and enthusiasm
- Reliability and commitment
- Warmth, approachability and a sense of humour