



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Job Description and Person Specification

Job Title:	Foreign Languages Assistant – From October 2026
Grade / Salary:	NJC 39, £26.06 per hour, plus holiday pay.
Hours:	Casual - Around 9 hours per week to be worked flexibly during term time from October to May each academic year in accordance with school requirements. To be based at both QMGS and QMHS school sites

The successful candidate will:

- Conduct Spanish conversation lessons with Year 12 and 13 students as required each year according to numbers – some of these lessons may need to take place before school, during break time or during the lunch hour to accommodate pupils' free lessons.
- Keep abreast of latest developments and any changes in exam board specifications, particularly those related to speaking examinations but also in the wider A Level course.
- Be aware of the Spanish A Level mark scheme so as to best guide and advise students in their preparations for examinations.
- Provide copies for students and make good use of materials that are suitable for developing pupils skills in relation to the stimulus card and independent research project – such as those from AQA, the Kerboodle website and other home grown articles of interest and relevance to topics in the current specification.
- Offer written comment to the progress of all pupils you work with.
- Attend training sessions when offered, with the Modern Foreign Languages department to keep understanding of the requirements for the speaking examination up to date.
- Attend safeguarding training as required by the school.
- Keep records of attendance and report absences of pupils from lessons.
- Keep a file of the materials used and make a copy of this file for the department as requested by the Head of Department.
- Assist teaching staff with the preparations of Y10 and Y11 students for their GCSE Spanish oral examination during timetabled lessons.
- Be able to also teach and deliver sessions at Queen Mary's High School.

Person Specification:

- You will have a commitment to the ethos of the school and a willingness to contribute to enrichment activities
- You will be positive and enthusiastic in approach
- You will have good oral and written communication skills
- You will have well-developed ICT skills allowing you to contribute to a blended learning approach with pupils.
- You will have the ability to work as part of a team and to develop and maintain positive relationships with teaching and associate staff
- You will be willing to be involved in the pastoral life of the school.
- You will be suitable to work with children. This job is subject to an Enhanced Disclosure.

Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.