



# QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



## Information Pack

Spanish Foreign Language Assistant

Required from October 2025

Approximately 9 hours per week

£25.24 per hour plus holiday pay

Queen Mary's Grammar School  
Sutton Road,  
Walsall,  
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# Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

# About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' by Ofsted in all areas.

There are currently almost 1400 pupils on roll, including over 480 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2024, 65% of GCSE grades were 7-9 (A\*/A) and 66% of A Level grades were A\*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past year, we completed projects to add additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

# Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

## Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (Executive Assistant) if you would like to discuss the role further via email;

[s.sahota@qmgs.merciantrust.org.uk](mailto:s.sahota@qmgs.merciantrust.org.uk)

## THE MFL DEPARTMENT

The MFL department offers French, Spanish and Mandarin and offers scope and variety from Year 7 through to Year 13. There are currently two members of staff teaching French and two teaching French and Spanish. Two of the four are native speakers. Each of the four teachers has their own classroom, all adjacent. In addition, the department benefits from the work of a Foreign Language Assistant for each language, who work with pupils from Year 10 upwards.

The department is experienced in catering for the needs of a wide variety of learners at all levels. Our aim is to support the pupils in becoming confident, independent learners, able to manipulate and create language for themselves. New resources created on a regular basis, which we share with each other to help manage workload efficiently. We are aware of the need to constantly rethink our strategies to achieve best outcomes for our pupils and ourselves. All ideas are welcomed in our dealings with each other. We are flexible and support one another as needs arise and present a united front when dealing with pupils.

### KS3

All students learn a European language, as well as Mandarin in Year 7. Pupils are invited to choose which one to continue in Year 8 through to GCSE. We are due to have 3 classes beginning French and 3 beginning Spanish in Year 7 in September 2024 and expect no prior knowledge as pupils come from very many different feeder schools across the West Midlands. We use the text book Tricolore 1 or Claro 1 to provide strong foundations for work in the later years. In Year 8 we use materials drawn from Tricolore 2 in French, and Claro 2 in Spanish. In 2019 we switched to the text book Foundation AQA for GCSE with Year 9, to better equip pupils for the GCSE course in Years 10 and 11. Pupils have their own copy of the books, as well as access to the online resources, Kerboodle. We consider grammar and vocabulary learning important, as well as enjoying coverage of the cultural aspects of language learning. We aim to expose the pupils to as much target language use as possible.

### KS4

We use the Higher Level text book AQA for GCSE to prepare students for the examinations at the end of Year 11. To equip students with what they need to be successful, we are continuing to add to this primary resource through the creation of key phrase materials to share with the pupils and through further development of testing techniques to best help them learn and revise. In principle, all pupils are entered for Higher Tier in the four skills. We use online platforms like Quizlet, Seneca and Languagegym to enhance the learning in class and at home.

### A Level

Over the last two years MFL teaching in French and Spanish has been shared with our sister school in the MAT, Queen Mary's High School for Girls. In September 2024 we expect to be offering French in Year 12 and continuing Spanish into Year 13 at our school. In addition to the 11 lessons on timetable, all students have a weekly lesson with the FLA. We follow the AQA specification and use the text books AQA French or Spanish Year 1 + 2 as the basis of our work. We generally study a book and a film for Paper 2 and have a visiting examiner for Paper 3. Students are constantly encouraged to make use of the internet, notably to view the foreign press. Group size is typically between 4 and 10 students. Many of our A Level linguists go on to study languages at university.

We offer KS3 trips for Year 8 pupils, with the department organising visits in the summer term to the country of the language students are studying. The department also organises KS3 language clubs, intervention sessions for GCSE students, and career events amongst other things.



## Job Description and Person Specification

Job Title:	Foreign Languages Assistant – From October 2023
Grade / Salary:	NJC 39, £25.24 per hour
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

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 and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.*

# The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

**We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.**

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.



# Location

Queen Mary's Grammar School  
Sutton Road  
Walsall  
West Midlands  
WS1 2PG

Tel: 01922 720696  
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota, [s.sahota@qmgms.merciantrust.org.uk](mailto:s.sahota@qmgms.merciantrust.org.uk) (Executive Assistant) to arrange a visit. Such visits are strongly encouraged.