



Teacher of French and Spanish (Maternity Cover) Queen Mary's High School

**Fixed-term maternity cover required
January 2025 to December 2025**

**Role available between 0.5FTE – 1FTE
MPR / UPR as appropriate**

APPLICATION PACK

Queen Mary's High School
Upper Forster Street
Walsall
West Midlands
WS4 2AE

Telephone: 01922 721013
Website: www.qmhs.org.uk
Email: qmarys@qmhs.merciantrust.org.uk
Headteacher: Mrs N Daniel
Chair of Governors: Mr T Normanton

WELCOME TO QUEEN MARY'S HIGH SCHOOL

October 2024

Vacancy for the role of Teacher of French & Spanish (Maternity)

I would like to thank you for taking the time to find out more about Queen Mary's High School and our vacancy for Teacher of Spanish and French (Maternity Cover).

Queen Mary's High School is a diverse, busy and happy school. Care for the individual lies at the heart of our provision. We are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged and is celebrated. Whilst academic achievement is a key part of our school culture, we recognise that there is much more to learning than that which takes place in the classroom. Our students benefit from and enjoy a range of extra-curricular activities. This includes participation in our competitive House system, opportunities in sport, music and drama, residential trips and visits along with a range of other clubs and societies. Sixth Form students play a key role in the life of the school through their leadership roles and capacity as role models for our younger students. We have a long and established tradition of educating the thinkers, doers and change makers of the future and have been doing so for over 125 years. Queen Mary's High School is a school which is proud of its heritage and tradition whilst simultaneously being committed to developing staff and students who are outward facing, innovative and ready to take on a challenge.

Queen Mary's High School has a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence. Partnerships between school, parents and pupils enable examination success and wide-ranging life enriching opportunities outside of the classroom prepare and equip our students to meet the challenges of a rapidly evolving world.

We are seeking to appoint a well-qualified and talented teacher to teach within our superb Modern Foreign Languages Department. The ability to teach Spanish and French to A Level is desirable. ***Experience in a grammar school setting is neither required nor expected. We welcome applications from successful, inspirational teachers.*** The successful applicant will become part of a collaborative and supportive staff body, who share a vision to realise and achieve ambitious outcomes for every individual in our school.

If you are, like us passionate about having a positive impact on young people's lives, and excited by this opportunity to teach exceptional young people, we warmly welcome your application.

Nicola Daniel
Headteacher

ABOUT US

Queen Mary's High School is an 11 to 18 selective girls' grammar school with approximately 940 students. There are a small number of male students in the sixth form.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 29% with the aim of this rising to over 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we seek to:

- Provide opportunities for each student to achieve the highest possible standards
- Inspire a love of learning for its own sake
- Foster self-esteem and sensitivity to the needs of others
- Develop an appreciation of our cultural heritage
- Equip each student to take a responsible place in society



THE TRUST

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.


The Mercian Trust recently merged with the Q3 family of schools, it is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and The Ladder school, an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust and Q3 family of schools are:

- Aldridge School
 - Queen Mary's Grammar School
 - **Queen Mary's High School**
 - Shire Oak Academy
 - The Ladder School
 - Walsall Studio School
 - Q3 Academy Great Barr
 - Q3 Academy Langley
 - Q3 Academy Tipton
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MFL AT QMHS

French and Spanish teaching and teachers are an integral part of our Modern Foreign Languages teams, which consist of seven expert language teachers, offering French, German, Mandarin Chinese and Spanish to our students. It is a thriving and successful department, and a very rewarding team to work within.

Our Ofsted inspection in October 2021 judged the quality of education to be outstanding, recognising particularly the high quality of the curriculum, teaching and learning in languages. We are looking for a colleague who loves what they do and will enthuse and inspire our learners. Our students are exceptional in attitude and academic ability, they enjoy high challenge learning and respond with engagement and positivity.

The MFL team aims to enable all students to become proficient linguists and independent learners who strive to make progress and realise their potential. Through the learning of languages, we encourage students to become confident individuals and tolerant citizens. The MFL team is a hard-working, friendly and enthusiastic one with very high standards. We strongly encourage mutual support and the sharing of skills, ideas and experience and we regularly meet to review, share and plan good practice. Colleagues also value the frequent informal discussions that take place about lesson ideas and activities



THE ROLE: TEACHER OF FRENCH & SPANISH

As a Teacher of French and Spanish, you will carry out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document, and the Mercian Trust's policies and procedures.

Job Purpose

- To secure high quality teaching and learning, the effective use of resources and high standards of achievement for all the students directly taught;
- All teaching staff are expected to meet the requirements of the Teachers' Standards, these encapsulate the role of a teacher at Queen Mary's High School.

Teaching and Learning

- Having regard to the curriculum for the school, plan and teach challenging, well organised lessons and sequences of lessons, informed by strong subject knowledge;
- Planning and preparing stimulating and interesting lessons for pupils across KS3, 4 and 5;
- Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Make effective and timely use of informal and formal assessments to adjust teaching, support students and secure progress;
- Monitor the progress and achievement of the students following the course and identify the appropriate subject support and intervention strategies for underachieving students;
- A keenness to share in the Queen Marys' High School ethos which aims to support each student as they seek to fulfil their potential through academic excellence and personal development.

General

- All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, trips & visits or support activities)
- Provide supervision for the sixth form study periods
- Adhere to the policies of the school and The Mercian Trust, as published and amended from time to time, in particular, policies relating to the safeguarding of children.
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of co-curricular activities.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within The Mercian Trust's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Head Teacher may ask you to undertake any additional responsibilities that may be deemed reasonable.



PERSON SPECIFICATION

| EDUCATION AND QUALIFICATIONS | ESSENTIAL | DESIRABLE | EVIDENCE |
|---|-----------|-----------|-----------------------------|
| Honours Degree or Equivalent | ✓ | | Application/ Certificate |
| QTS | | ✓ | Application/ Certificate |
| Hold or be working towards a professional teaching qualification in secondary education | ✓ | | Application/ Interview |

| KNOWLEDGE, SKILLS AND EXPERIENCE | ESSENTIAL | DESIRABLE | EVIDENCE |
|---|-----------|-----------|---------------------------|
| A well-qualified French and Spanish graduate | | ✓ | Application/ Interview |
| Ability to teach French and Spanish to all year groups from Year 7 to 11 including GCSE, plus A Level or equivalent level for the right candidate | ✓ | | Application/ Interview |
| A commitment to the highest standards in all areas of school life (behaviour, academic, enrichment) | ✓ | | Application/ Interview |
| Ability to work effectively as part of a team | ✓ | | Interview |
| Ability to seek and respond to advice and feedback positively | ✓ | | Application/ Interview |
| Successful and innovative teacher with good organisational skills | ✓ | | Application/ Interview |
| Effective classroom manager who builds positive, professional relationships with young people. | ✓ | | Interview |
| Effective inter-personal skills | ✓ | | Application/ Interview |
| Ability to communicate effectively with parents, colleagues and pupils in a manner appropriate to each | ✓ | | Application/ Interview |
| Clear sense of responsibility for their own professional development | ✓ | | Application/ Interview |
| VALUES AND ATTRIBUTES | ESSENTIAL | DESIRABLE | EVIDENCE |
| Believe in an environment that encourages all staff and students to give of their best | ✓ | | Interview/ reference |
| Commitment to safeguarding and promoting welfare of students | ✓ | | Interview/ reference |
| Commitment to home school partnership | ✓ | | Interview/ reference |
| Commitment to the School's role in the wider community | ✓ | | Interview/ reference |
| Commitment to continuing professional development and collaboration | ✓ | | Interview/ reference |
| Commitment to high standards of academic excellence and student behaviour | ✓ | | Interview/ reference |
| Commitment to inclusive education and equality of opportunity | ✓ | | Interview/ reference |

SAFEGUARDING AND SAFER RECRUITMENT

- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
 - Uphold the school's policy in respect of child protection and safeguarding matters.
 - Have commitment to the school's equality policy.
 - Ensure any extra-curricular activities will be free from partisan, political and religious view (where political issues are discussed, a balanced view is always presented).

HEALTH AND SAFETY

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

OUR OFFER

- A superb staff team committed to doing their absolute best for all in our school community.
- Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
- A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
- We offer a range of benefits to support our staff wellbeing including access to the school fitness suite, cycle to work scheme and employee assistance programme.
- There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.

KEY INFORMATION – HOW TO APPLY

| | |
|----------------------------|---|
| Post | Teacher of French and Spanish (Maternity Cover) |
| Responsible to | Subject Leader of Modern Foreign Languages |
| Contract and Salary | <p>This is a role that is open to applicants on a basis between 0.5FTE and 1FTE.</p> <p>This is a fixed-term, maternity cover position from January 2025 to December 2025.</p> <p>MPR / UPR as appropriate</p> |
| Closing Date | Monday 4 th November 2024 |
| Interview Date | w/c 4 th or 11 th November 2024 |
| Start Date | 6 th January 2025 |
| How to apply | <p>Complete the Mercian Trust teacher online application form and submit a supporting statement / document no longer than 2 sides of A4 outlining the following:</p> <ul style="list-style-type: none">• How your recent and relevant experience and expertise match the requirements of the role.• How the impact you have had in your career / initial teacher training to date is an appropriate foundation for you to undertake this role. |

