



**CANDIDATE BRIEF**

**FRENCH FOREIGN LANGUAGE ASSISTANT**

# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**



We have consistently achieved excellent results at Queensmead. See the table below for a summary of our 2019 predictions:

### YEAR 11

Progress 8 score	0.38
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9-4 in English & Maths	81%
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Ebacc	51%
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Maths 9-4	85%
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English 9-4	86%
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### YEAR 13

Average A Level Grade Per Entry	B-
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Vocational Average Grade Per Entry	Distinction-
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A Levels at Grade AAB or higher in at least two facilitating subjects	20%
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# JOB DESCRIPTION



## Purpose of Role

To support teachers and students in the teaching / learning of the French language.

## Responsibilities

- To work with individuals, small groups or a whole class, as specified by the teacher
- Follow guidance set by MFL Teachers and the Head of Department in accordance of departmental syllabuses and schemes of work for each teaching group
- Provide clerical/administrative support, e.g., photocopying, typing, filing, displays, etc.
- Assist in the preparation and development of agreed curriculum activities
- Be aware of and comply with policies and procedures
- Attend relevant meetings when necessary
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher
- Supervise and provide particular support for pupils, including those with special needs and access to learning activities
- Establish good relationships with pupils, have the highest reasonable expectation of individual student performance and act as a role model
- Contribute to the overall ethos/work/aims of the school

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Undertake any other duties from time to time, as may reasonably be required by the Head of Department.

## Modern Foreign Languages Department

MFL is considered to be a leading department within the school. The EBacc has raised the profile of MFL within our school and most students will be expected to study a Modern Language to GCSE. We also teach small groups of students at A Level.

The Department consists of a strong team who are committed to working together. Staff are keen to plan and prepare resources to share work load and this allows them the time and scope to develop fun and creative lessons. Staff prepare lessons so that every student meets their full potential. There are trips to Europe every year.

## Staffing and Resources

The Department consists of eight members of staff and a Foreign Language Assistants in French, Spanish and German. Each of our teaching rooms is Wi-Fi enabled and contain an interactive Smartboard. All teachers are provided with an interactive slate which allows them to move about the classroom freely whilst maintaining contact with the whiteboard, as well as an iPad to enhance learning. We have access to Linguascope and Kerboodle. There are also a wide variety of books available to staff for reference.

The MFL building has six large classrooms and two classrooms in a building near to the MFL block. This promotes collaborative teaching and ensures that support is always available.

## Teaching Groups

Most KS3 classes are mixed ability. The classes are organised into half year groups. KS4 is mixed ability but classes are set if the timetable allows. There are small French and German classes at KS5.

## The Courses

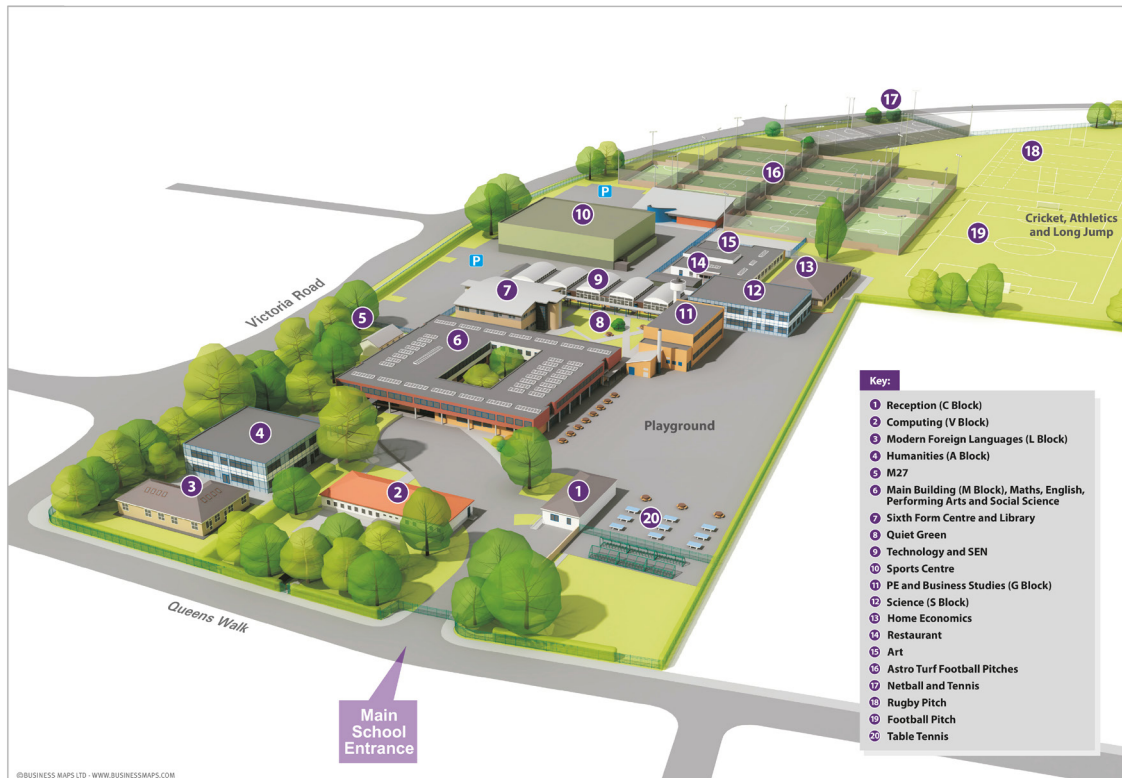
Year 7 and 8 students follow either Allez or Zoom.

At KS4, we currently use the AQA examination board and are using the AQA coursebooks from Oxford University Press.

At KS5, we currently use the AQA examination board for A Levels.

# QUEENSMEAD

excellence through learning



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# HOW TO APPLY



Applications must be received by **9am** on **Tuesday 21st May 2019**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)