Clitheroe Royal Grammar School

Founded in 1554



German MFL Assistant

CRGS
SIXTH FORM

Clitheroe Royal Grammar School

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September 2026

Dear Applicant,

Thank you for your interest in the position of German Modern Foreign Language Assistant at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 664 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 870 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application via www.tes.com. Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position, on no more than 2 sides of A4. Further information about the school can be found at www.crgs.org.uk

Closing date: Wednesday 14th October 2026 (12 noon), interviews are expected to take place Thursday 22nd October 2026.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

Should you have any queries or wish to discuss the role informally and confidentially, please do not hesitate to contact bursar@crgs.org.uk . We look forward to receiving your application.

Best wishes



James Keulemans
Headteacher

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This is an exciting opportunity to work with our MFL Department to encourage and develop the fluency of the students' language skills.

We wish to appoint a temporary, term time only German Modern Foreign Language Assistant to join our outstanding 11-18 school. This is a fixed term contract running until 31st May 2027. The Modern Foreign Language Assistant role is required to support the Head of Department in working with groups of students to improve their language skills.

The successful candidate will have an excellent command of English and fluency in German language (written and oral), be confident and self-motivated, with excellent communication and organisation skills and the ability to work independently as well as part of a team.

The role of a Modern Foreign Language Assistant involves working with individual students, small groups and classes at both GCSE and A-Level. You will support the teachers in the classroom and will display a level of knowledge and understanding about the culture and customs of German speaking countries. You will contribute to teaching and learning across the department and will assist with a wide range of tasks including carrying out speaking assessments, planning and delivering small classes and participating in foreign language events and enrichment activities.

Clitheroe Royal Grammar School is a close-knit, friendly and supportive community, and a truly rewarding place to work. If you share our values and believe you have the skills and qualities we are looking for, we warmly encourage you to apply. Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk

If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

The closing date for applications is 12 noon on Wednesday 14th October 2026, interviews are expected to take place Thursday 22nd October 2026.

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.

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Job Description – German Modern Foreign Language Assistant – Fixed Term	
Salary Range	Grade 5 Point 6 (£26,847) to Grade 6 Point 19 (£33,119) p.a pro rata, depending on experience Actual Salary £4,544 to £5,682 p.a
Responsible to	Head of Modern Foreign Languages / Bursar
Location	Chatburn Road / York Street
Hours of Work	9 hours per week, term time only, fixed term

Core Purpose of the role:

- Work with students to improve their fluency and their overall language skills.
- Provide support within the Modern Foreign Language department.

Main Responsibilities:

- Work with the teacher in the classroom supporting the teaching in the target language.
- Plan, deliver and resource small classes for students to prepare them for the oral examination and improve overall language skills – with particular emphasis on preparing students for GCSE and A-Level examinations.
- Develop student understanding of the culture of the country.
- Carry out speaking assessments and mark and standardise this work as appropriate.
- Contribute to the additional support programme as requested by the Head of Department.
- Monitor attendance at assistant classes, reporting to the Head of Department.
- Meet regularly with the Head of Department/MFL teacher to discuss progress and planning.
- Participate in foreign languages events and enrichment activities (where appropriate).
- Encourage the use of the target language at all times, in formal and informal interactions, to develop confidence and fluency.
- Help teachers to create and update teaching resources.
- Role model the Mission & Ethos of the department.

Other Duties:

- Undertake any such tasks, within the Department, that the Head of Department might reasonably request.
- Keep up to date with changes to the curriculum as appropriate.
- Any other duties as deemed appropriate by the Head of MFL / Bursar.

Contribution to Whole School:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Have due regard for safeguarding and to follow child protection and procedures adopted by CRGS.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- Work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Uphold and promote the values and ethos of the school.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.

- Be mindful of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 9 hours a week, term time only and fixed term until 31st May 2027.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.
- Hours for the post will be for the benefit of the school and are to be agreed with the Head of Modern Foreign Languages.

Agreed By: Lynne Higginbottom **September 2026**

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. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required**,** adapting to the changing needs of the school as necessary.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

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Person Specification – German MFL Assistant – Fixed Term

	Essential	Desirable	Method of Measuring
Qualifications:			
5 GCSE level 5-9 or equivalent to include Maths and English	X		A, I
A degree or equivalent in an appropriate subject		X	A, I
Experience:			
Able to demonstrate suitability for working with young people	X		A, I, R
Able to support students with learning and create a student centered learning environment	X		A, I
Be familiar with tracking students' progress and attendance		X	A, I
Have an up to date knowledge of culture and current affairs in the target language country		X	A, I
Have knowledge and experience of current trends in education and training – especially with regards to flexible methods of delivery		X	A, I,
Knowledge/Skills/Abilities			
Excellent command of English and fluency in target language (written and oral)	X		A, I
Native speaker		X	A, I
Ability to explain key grammatical points and tasks simply and clearly and foster independence	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
Ability to prioritise own workload and work flexibility, and at times under pressure, meeting deadlines to accommodate the changing needs of the school	X		I
High degree of personal motivation, initiative, energy, creativity and drive	X		A, I
Ability to be flexible with a positive and enthusiastic approach to working with young people to support them and a desire to see them achieve the best outcome they can	X		A, I
Ability to perform tasks independently, efficiently and accurately and use own initiative when appropriate	X		A,I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Ability to build and maintain effective working relationships	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I

Other:			
Accurate and well organised approach to work	X		A, I
Able to demonstrate suitability for working with young people	X		A, I, R
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I
A commitment to continuing professional development	X		A, I
Full Driving Licence	X		A

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.