



The Manchester
Grammar School

Founded 1515



Language Assistant (German) at The Manchester Grammar School

Information Pack

Completed applications should be emailed to recruitment@mgs.org

Closing date: Friday 27 March 2026



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Language Assistant (German)

The role

We are seeking to appoint, from September 2026, a part-time German Language Assistant to work in our large and highly successful Modern Languages department. This is a fixed-term contract which will end on 31 May 2027.

We are looking for a native German speaker who will be able to share their passion for their language and culture with our talented pupils, with the aim of improving their spoken German and cultural awareness.

Our language assistants are expected to contribute to the wider life of the Modern Languages Department through participation in enrichment activities and events.

The post will be paid according to British Council rates. The successful candidate can expect to have around 18 hours a week contact time with pupils during term time.

The Modern Languages Department

The Modern Languages department is highly regarded by pupils, staff and parents. We are passionate in our belief in the importance of language learning for our pupils and our innovative curriculum offers them breadth and choice. In the Senior School the Modern Languages department offers *ab initio* courses in Mandarin Chinese, French, German, Russian and Spanish in Year 7, and all pupils choose one language at this level. In Year 9 pupils may choose a second, third and even fourth modern language from French, German, Italian, Mandarin Chinese, Russian and Spanish. In Years 10 and 11 all pupils must take at least one modern foreign language at GCSE. All six modern languages are offered in the Sixth Form at A-level. The Modern Languages department has a particularly strong record of Oxbridge success and every year; large numbers of pupils are accepted to read Modern Languages at leading universities.

The department currently consists of sixteen full-time and part-time language specialists and seven native-speaking language assistants. We offer a wide range of trips and exchange visits, including to France, Germany, Russia, Italy, Spain and China. We have strong partnerships with schools in France, Germany, Italy and China. In addition, there is a diverse programme of co-curricular language clubs and activities.

The department is housed in its own accommodation, the Mason Building. All teachers and pupils are provided with their own Microsoft Surface laptops which are used for a range of classroom activities and for independent learning. We are a forward-thinking department, committed to professional development, and keeping abreast with the latest developments in modern languages teaching and to the sharing of good practice across our languages. Assistants have their own rooms in which to hold conversation classes with small groups of pupils.

Alongside the curriculum the department runs a host of co-curricular activities. There are clubs and societies in all year groups, where boys give or listen to talks, watch films or discuss books. We run a number of language events throughout the academic year and also enter regional and national competitions such as the Northern Schools Debating Competition or the Spelling Bee.



Person Specification

- Excellent subject knowledge – a native speaker of German with knowledge of, and interest in, German current affairs and contemporary culture.
- Good interpersonal skills in order to be able to interact with young people and encourage them to speak .
- The ability to use a variety of approaches and to adapt their methods to pupils of different ages and with varying degrees of competency.
- Good organisational skills.
- An ability to work closely with colleagues to ensure maximum progress for pupils.
- The ability to work as part of a team.
- A willingness to participate in the wider life of the department and the School.
- A flexible and enthusiastic attitude.

Job Description

- Using a variety of resources, prepare well-planned conversation classes for GCSE pupils and Sixth Form pupils in small groups, pairs or individually.
- Liaise with teachers to ensure that what is covered is course and age-appropriate.
- Support Year 13 pupils with individual research projects.
- Assist class teachers in delivering speaking activities to whole classes.
- Keep records of attendance for conversation classes and liaise closely with the Head of Department to follow up absence.
- Keep a record of the work covered by Sixth Form linguists and provide verbal and written feedback for pupils and teachers as required.
- Conduct and mark internal speaking examinations in all year groups.
- Assist teachers in the preparation of resources and provide guidance on authentic use of the language.
- Provide opportunities for Modern Languages teachers to have conversation practice as part of their professional development.
- Attend Modern Languages and whole school meetings and training events when required.
- Contribute to the wider Modern Languages Department by supporting enrichment activities such as clubs and societies or one-off language events.
- Maintain a positive and professional approach when dealing with pupils, staff and parents
- Promote good behaviour amongst pupils.
- Promote the general progress and well-being of individual pupils.
- Positively promote the school to parents, pupils and in the wider community.

Applicants should complete an application form: this can be downloaded either from the job advert on the MEN website or from the ‘vacancies’ heading on the front page of the School’s website and emailed to recruitment@mgs.org. The closing date is Friday 27 March and interviews will be held shortly after.

Both our Safer Recruitment policy, and Safeguarding and Child Protection policy can be viewed on our website (click on ‘our policies’ at the bottom of the homepage).



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We would like to thank all applicants for their interest in the school and for taking the time to apply. However, please note that, because of the high volume of applications we receive, we regret that we are unable to reply individually to each application.

The Manchester Grammar School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



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JOINING THE NON-TEACHING STAFF AT MGS

Who works at MGS?

All members of staff at MGS work together to serve the interests of our pupils. The School does its best to provide a good working environment for its entire staff and we are all responsible for creating a happy and purposeful working atmosphere.

Our network of around 100 non-teaching staff ranges from administrators, librarians, cleaners, grounds team, nurses, secretaries, caterers, technicians, etc. The roles of our non-teaching staff are vital in ensuring the smooth day to day running of our School and each individual enjoys working as part of a small team which work well together and take part in a number of joint activities for the benefit of pupils. For example, in recent years several members of the non-teaching staff have joined teachers in school camps and visits with the pupils. We aim to encourage professional development for all staff, by providing training in the school or sending people on courses elsewhere. A number of staff have obtained promotions recently.

Where did MGS come from?

The School was founded in 1515, by Hugh Oldham, Bishop of Exeter, to prepare able boys from the Manchester area, regardless of their background, to go to Oxford or Cambridge. We take our motto *Sapere Aude (Dare to be Wise)* as meaning that we must challenge our pupils, and expect to be challenged by them. The owl is the symbol of the School – not because of its association with wisdom, but because those who sought to make a heraldic crest for Bishop Hugh Oldham made a pun on the old Lancashire pronunciation of “Owldom.”

For most of our life we were situated in the centre of Manchester, in Long Millgate, the site now occupied by Chetham’s School of Music. In 1931 we moved out to a new, purpose-built 28 acre site in the Fallowfield area of the city, adjacent to the halls of residence of The University of Manchester.

Where are we going?

The Foundation Bursary Appeal has been the most successful appeal of its kind held by any school. Its aim is to ensure that a place at MGS is available to any boy who passes our entrance examination, regardless of his race, colour and creed, and regardless of his social or economic standing. As a result of the Appeal and other measures, MGS is now independent of government funding for free places. Our aim is to be a pure meritocracy and our results are among the best in the country.

Do pupils want to come?

Boys come from a vast area, which can stretch from Sheffield to Blackpool. We are the largest independent day school in the UK. Recruitment remains very healthy despite intense competition locally, and the 200+ boys who join the school each year come in equal numbers from maintained and independent primary schools.