



CANDIDATE BRIEF  
PART-TIME FRENCH FOREIGN  
LANGUAGE ASSISTANT



# LETTER FROM 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 ECTs 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**

# HOW TO APPLY



Applications must be received by **9am** on **Friday 14th March 2025**.

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)

# 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
- Cover language lessons during staff absence and when staff are unavailable (additional pay to be provided per lesson covered and cover work to be provided)
- 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



# DEPARTMENT OVERVIEW

## Overview

MFL is considered to be a leading department within the school. The EBacc has raised the profile of MFL within our school and students are actively encouraged to study a modern language at GCSE. The department consists of a strong team who are committed to working together. Staff are keen to plan collaboratively and prepare shared resources, allowing them more time and scope to develop fun and creative lessons. Lessons are then carefully planned to ensure that every student meets their full potential.

## Staffing and Resources

Offering both French and Spanish, the department consists of eight teaching staff and two Foreign Language Assistants. Each teaching room contains an interactive Smartboard, and all teachers are provided with a Chromebook to enhance learning. We have access to Linguascope and Kerboodle.

The MFL department is located in a brand new building and has seven large classrooms. There is a large department office which facilitates collaborative planning and ensures that support is always available.

## Teaching Groups

KS3 and KS4 classes are mixed ability. There are small Spanish classes at KS5 and we will be offering KS5 French for 2025-26.

## 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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