



QUEEN MARY'S GRAMMAR SCHOOL



QUEEN MARY'S HIGH SCHOOL

Foreign Language Assistant (French)



Information Pack





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AEB/DO/Pers.AppLett
Date: as postmark

Dear Applicant

Re: Foreign Language Assistant (French)

Thank you for your interest in the Queen Mary's Schools. I hope you will find the enclosed information helpful and that you will be encouraged to apply for the post. We are forward looking and innovative schools with a clear focus on equipping our young people for their future lives. We value the diverse nature of our school community and the sense of family that we experience is a significant strength.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This is a term time only post of 9 hours per week (variable) and a fixed term contract of one year from September 2019. Applications for the post must be made on the form enclosed. You will also need to include a comprehensive letter of application rather than a curriculum vitae.

Please be aware that if you are shortlisted for interview you will be required to bring your original qualification certificates (if applicable) together with photo ID and evidence of right to work in the UK.

If you are invited for interview I do hope you will enjoy visiting us and getting to know the schools.

Closing date, Friday 17th May 2019

Interviews, Tuesday 21st May 2019

Yours sincerely,

A handwritten signature in black ink that reads "AEB Bruton".

DR ALISON BRUTON
Head Teacher



Queen Mary's High School Background Information

Head Teacher: Dr Alison Bruton. BSc MEd EdD

Queen Mary's High School is close to Walsall town centre and as a selective girls' school draws its pupils from a very wide area including Walsall, Birmingham, Sandwell, Wolverhampton and Staffordshire. Currently there are over 750 pupils on roll with around 180 students in the sixth form, including a small number of boys. The pupil admission number is 120.

The school was founded in 1893 and has a mixture of late Victorian and modern buildings on a compact site. The school has its own playing fields at its brother school Queen Mary's Grammar School. The school is heavily oversubscribed with well over 1,300 girls applying in 2018.

We were most recently inspected in March 2007 and judged by Ofsted to be an outstanding school, in particular the inspectors praised the high academic standards, very positive relationships, the leadership and management and the quality of the curriculum. Since then this standard has been maintained and even improved upon.

Queen Mary's High School Philosophy

Aim

- To enable each student to achieve excellence in all aspects of their life objectives
- To provide opportunities for each pupil to achieve the highest possible standards
- To inspire a love of learning for its own sake
- To foster self-esteem and sensitivity to the needs of others
- To develop an appreciation of our cultural heritage
- To equip each pupil to take a responsible place in society

The Curriculum

Queen Mary's High School delivers a broad and balanced curriculum and continues to offer additional academic subjects to challenge our pupils. We are committed to equal opportunities.

We have aligned our day and timetable with the local boys' grammar school which means we have recently moved to a 6 period day.

Post -16 Curriculum

Our successful sixth form offers 16 A levels together with the Extended Project Qualification. A further 8, Level 3 qualifications are available through the Mercian Trust. Over 90% of our sixth formers go onto higher education. We have a small number of Oxbridge entrants in most years.

Student Support

Queen Mary's has a strong pastoral system and effective monitoring of pupil progress. Data is collected and reported using Go4Schools which enables parents to have access to current data about their child's performance, attendance and behaviour, online. We also have Parents' Evenings for all year groups

Queen Mary's has two Pastoral Support Co-ordinators who provide pastoral support for individual students (one for Key Stage 3 and 4 and one for the 6th Form). They also undertake administrative duties for Personal Achievement Managers and form tutors.

Professional Development

We regard the professional and career development of all our staff, teaching and support, as vital to the continued success of the school.



Queen Mary's Grammar School Background Information

Head Teacher: Mr Richard Langton. MA

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is far more than just a place of work – it is a thriving community, proud of its past and confident of its future. In November 2008, it was recognised as 'Outstanding' by Ofsted.

There are currently nearly 1100 pupils on roll, including over 400 in the Sixth Form. The School has an outstanding academic record and regularly features in the upper reaches of the national league tables. In 2018, 67% of GCSE grades were 7-9 (A*/A) and 70% of A Level grades were A*, A or B. Our value added scores are particularly impressive (with a Progress 8 score of +0.53 in 2018); we do not rest on our laurels, but encourage all our pupils to take up the challenge of realising their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects over the past 8 years, including a new Sixth Form Centre, Science labs and a Humanities wing, music and PE refurbishments, as well as a new dining room and reception. We partnered a local Charity in the founding of Walsall Studio School in 2012 and were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. We are also expanding, adding additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

The School encourages an enterprising and international outlook: we have enjoyed trips, expeditions and exchanges all over the world in recent years and have many successes in national competitions but also carry out a wide range of vibrant and formative trips and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. In fact, we are incredibly proud to be appearing in Ross Morrison McGill's (aka Teacher Toolkit) upcoming book showcasing our mental health work with staff and pupils.

We want our own pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in sport, drama and music, in the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia.

You will notice a relaxed working atmosphere as you walk round the school. Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Applications

Introducing the Mercian Multi Academy Trust

Dear Potential Applicant

Queen Mary's High School is a Founder Academy of a new Multi Academy Trust or MAT which was officially incorporated on 01 January 2018.

The Mercian Trust brings together five schools working together under a common banner and an over-arching structure of governance, but retaining their autonomy as custodians of their own unique heritage, distinct identity and successful operation.

The Schools are: Aldridge School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy and Walsall Studio School.

The schools are diverse in character, but united in purpose. We want to prepare all our pupils to realise their potential, thrive in the world of work and make a contribution to the local, national and international community. We want to set them up to live life to the full.



Diversity underpins this Trust; seamless collaboration is what makes it work. That's what the DfE said when they came to visit us last year. They noted the enthusiasm, and enterprise, curiosity and commitment that you can see written large in the faces of the Mercian staff.

Thank you for your interest in joining Queen Mary's High School as Deputy Head. It is an exciting prospect. The successful applicant will be expected to be ambitious, dynamic and innovative not only for QMHS, but also for the MAT as a whole. You will be joining a supportive network of leaders who have experience in leading successful schools and an appetite to make a real difference in our town. The DfE described our plans as a "compelling vision for Walsall."

You can be involved in turning that vision into reality. We look forward to receiving your application.

Yours sincerely

Handwritten signature of Timothy Swain in black ink.

Timothy Swain
Chief Executive Officer



Queen Mary's Grammar School

The MFL Department

The MFL Department at Queen Mary's benefits from the positive legacy of the School's Specialist Status as a Language College. Four main languages (French, German, Spanish and Mandarin) are taught as part of the mainstream curriculum. All boys take at least one language to GCSE and, although the sets are not large, we still attract viable cohorts for A Level classes in all three European languages.

The current department comprises a duo with Head of Department responsibilities: Jenny Franklin (Head of French and Spanish) and Sophie McPhee (Head of German). They are joined by Kim Wang (Head of Mandarin since September 2016), Souad Sharp (Teacher of French and Spanish), Flavien Monier (Teacher of French), Annette Liu (Teacher of Mandarin at QMGS and our sister high school QMHS) and Miao Wang (Teacher of Mandarin at QMGS and our partner school BVGS). We have also employed some experienced Foreign Language Assistants, who are all native speakers.

The situation of the department is a pleasant one: it occupies a suite of rooms along one side of the main Quadrangle, facing south across our extensive playing fields. All teaching rooms are equipped with interactive whiteboards.

MFL as a subject area offers a wide range of opportunities to the students outside their main studies. All pupils travel to mainland Europe during Key Stage 3 and there are established exchanges, some in co-operation with our sister High School. We enter pupils for a range of Language based competitions and we have also offered European work experience opportunities for a number of years. Teachers from the Languages department also support other colleagues in an exciting programme of foreign travel. There have also been visits to Morocco, China and the UAE in recent years. The department is an exciting and rewarding place to work.

Queen Mary's High School

The MFL Department 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.

Meet the team :

Mrs Hélène Lovell, Subject Leader, French and Spanish
Mrs Naomi Beer, Deputy Subject Leader, French and German
Mrs Cristina Richards-Curry, 0.8, Spanish and French
Miss Doris Post, 0.7, German and Spanish
Mrs Annette Liu, Mandarin (Mandarin Excellence Programme = MEP)
Mrs Lisa Boynton, 0.4, French

Outcomes:

Languages have always enjoyed a high level of success at QMHS. All students start one language from Year 7 and can take it through to GCSE: they can choose from French, German, Spanish or Mandarin. In year 8, all students except the ones doing Mandarin, start a second European language (from the same range) and can also take this through to GCSE.

Good linguists are encouraged to keep both their languages at GCSE.
French, German and Spanish are currently offered to A level.

We have a very good record of exam results both at GCSE and A level and several of our students have gained places at prestigious universities such as Oxford to read Languages there.

KS3:

All classes have been following the National Curriculum and regularly achieve above the national average. As well as developing the four skills in our students, we believe strongly in the teaching of grammar and this is reflected in our schemes of work. We organise trips to France, Spain and Germany on a regular basis. Pupils studying Mandarin have the opportunity to go to China in Y8.

KS4/5:

Currently, numbers are such that there are 2 GCSE groups for French, 2 for Spanish and 2 for German. We do not have a Mandarin GCSE group as yet as the MEP only started 2 years ago. Numbers at AS/A2 vary from year to year but we have one group per language. We use the AQA exam board for both GCSE and A level

Accommodation:

The legacy of Language College funding has led to an extremely well-resourced curriculum area led by a close team of experienced and dedicated staff a significant proportion of which are native speakers. In addition to a multi-media lab, there is a computer area and language designated classrooms. All language rooms have interactive whiteboards and the school benefits from excellent ICT support.

Learning outside the classroom:

International links are a vibrant aspect of our school. Pupils visit France, Germany or Spain. Ski trips run annually to European and American destinations with many other cross-curricular visits taking place. MFL staff are expected to help with the organisation and accompany pupils on foreign trips.

QMHS has strong links with the MFL teacher-training department at Wolverhampton University and has regularly provided input into the programme, as well as mentoring students. We also run our own MFL TSST programme and provide mentoring and teaching placements for SCITT trainees.

The MFL department 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. We meet regularly to review, share and plan good practice. Colleagues also value the frequent informal discussions that take place about lesson ideas and activities.

Job Description:

FOREIGN LANGUAGE ASSISTANTS

FLAs may be required to provide support for the preparation of students for MFL oral examinations both at Advanced Level and GCSE at both Queen Mary's Grammar School and Queen Mary's High School

1. Conduct conversation lessons with Year 12 and Y13 students as required each year according to numbers – some of these lessons may need to take place before school or during break time or the lunch hour to accommodate pupils' free lessons
2. Keep abreast of latest developments and any changes in exam board specifications, particularly those relevant to speaking examinations but also in the wider examination courses
3. Be aware of mark scheme requirements in order to best guide and advise students in their preparations for examinations
4. Provide copies for students and make good use of materials that are suitable for developing pupils' skills in relation to the stimulus card and independent research project – such as those provided by the examination board, the Kerboodle website and other home-grown articles of interest and relevance to topics in the current specification
5. Attend training sessions when offered with the Modern Foreign Languages departments to keep understanding of the requirements for the speaking examinations up to date
6. Attend safeguarding training as required by the school
7. Keep records of attendance and report absences of pupils from lessons
8. Provide written comments on pupil progress as required by Head of Department
9. Keep a file of materials used and make a copy of this file for the department as requested by the Head of Department
10. Assist teaching staff with preparation of their GCSE students for oral examinations

Person Specification:

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Maths and English at GCSE level or equivalent.	Graduate Teaching qualification	Application
Relevant Experience	Recent experience in working with young people.	Experience of working in a school	Application References Interview
Skills and Knowledge	High level of fluency in relevant language. High level of interpersonal skills. Ability to generate enthusiasm amongst young people.	Native speaker in relevant language	Application References Interview
Personal Qualities	A commitment to continue own personal development. To be able to work as a team. Able to take initiative and lead/seek advice as appropriate.		References Interview



Policy Statement on the Recruitment of Ex-Offenders **Issued as information to applicants**

Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Queen Mary's High School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Queen Mary's High School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is available on request to all Disclosure applicants at the outset of the recruitment process. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the designated person within Queen Mary's High School and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.



Child Protection Policy Statement

Issued as information to applicants

Queen Mary's High School recognises that it has a pastoral responsibility towards its pupils who have a fundamental right to be protected from harm. The school will assist the local authority, social services department and the police acting on behalf of children in need or enquiring into allegations of child abuse.

Identifying Abuse

Teachers and other staff will be observant and alert to signs of abuse of any kind. These may include:

- ◆ Changes in behaviour.
- ◆ Failure to develop or grow.
- ◆ Bruises, lacerations or burns.
- ◆ Inadequate clothing.
- ◆ Hunger or apparently deficient nutrition.
- ◆ Excessive dependence or attention seeking.
- ◆ Injuries indicating that a child has been forcibly held down.
- ◆ Sexual precocity.
- ◆ Withdrawal.

A member of staff, where appropriate, noticing such signs will tactfully and sympathetically ask what has happened or what is wrong. Questions will be very open and general (e.g. Tell me what happened) and will in no way probe for details or risk putting ideas into the child's mind. The chief task at this stage is to listen to the child and not interrupt. Investigation of any suspicion or actual allegation of abuse will be undertaken by the statutory authorities i.e. the Social Services or the Police. Staff of Q.M.H.S. have no investigatory role.

All suspicions or actual disclosures of abuse of any kind must be reported to the Child Protection Co-ordinator.

The Child Protection Co-ordinator (Designated Person) is the Assistant Head Teacher, Mrs Debbie Connell supported by Mrs Plimmer the Pastoral Support Coordinator.

Confidentiality

Whilst every attempt will be made to promote an atmosphere of trust in which pupils feel able to confide in someone at school, no member of staff shall give an undertaking of absolute confidentiality. Any child disclosing abuse to a member of staff will be gently and sensitively told that the information must be passed on to the appropriate agencies to protect her and any others in danger of being harmed. The child will be reassured that information will only be passed on to those who need to know about it in a professional context. Child Protection issues should be shared only with those pastorally responsible for the child in school i.e. the Form Tutor, Personal Achievement Manager, Pastoral Co-ordinator (Child Protection Co-ordinator) and Head Teacher as well as with the statutory Child Protection agencies.

Child protection records will be kept in a securely locked cabinet.



Dear Applicant

Under the Data Protection Act 1998 I am obliged to advise you that the purposes for which your data will be processed are recruitment and statistical research purposes only. Data and other relevant information will be processed only by myself and the School Recruitment Administrator. Her name is Mrs. Diane Ody.

In the event of your being selected for interview, it will be necessary for a copy of your application form and references to be provided to the interview panel. I trust that by submitting your application you agree to this. Any such copies will be destroyed after an interview.

The School Recruitment Administrator will follow appropriate security measures to protect the data of successful candidates and the data of unsuccessful candidates will be securely destroyed.

Yours sincerely,

DR ALISON BRUTON
Head Teacher



APPLICATION FORM

The Mercian Trust
 (A company limited by Guarantee)
 Registered in England and Wales No:
 07611347
 Registered address:
 26 Birmingham Road, Walsall West
 Midlands WS1 2LZ
www.themerciantrust.org

Post:	Closing Date:
School Name:	Candidate Reference Number:

1. Personal Details (please use block capitals)

Title: Dr/Mr/Mrs/Miss/Ms/other	Date of Birth:
Surname:	Forename:
Previous Name(s):	Email:
Address: Postcode:	Telephone Numbers Home: Mobile: Work:
National Insurance Number:	Teacher Reference Number:
Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> If you answer 'Yes' please give further information on how we could make reasonable adjustments at interview:	

(NB: The Equality Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities"). Anyone applying to The Mercian Trust who has a disability is eligible for our interview guarantee scheme.

2. Education

	Name of Establishment	From (mm/yy)	To (mm/yy)	Full/Part Time
Secondary School and Address:				
University or College and Address:				
Other establishment and Address:				

3. Qualifications

Level 4 or above Qualifications (eg Degrees, Diplomas etc)	Give full details (including the institution where you studied):	Date Awarded:
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Level 3 Qualifications (eg A Levels, BTechs, Diplomas etc)	Give full details, including subjects, grades and the awarding body:	Date Awarded:
Level 2 Qualifications (eg GCSEs)	Give full details, including subjects, grades and the awarding body:	Date Awarded:

Have you passed your NQT Induction? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you passed your Skills Tests? Yes <input type="checkbox"/> No <input type="checkbox"/>
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4. Current Appointment

Post held:	Date appointed:	
Employer's Name and Address:	Earliest date on which you could take up appointment:	
Postcode:		
Type of School (if applicable):	Key Stages in School:	Number on Roll:
Current Scale/Salary:	Full or Part-time: If Part-time state hours worked/percentage:	

5. Previous Appointments (in chronological order starting with the first)

<u>This must be a full record of employment since leaving school.</u> Please leave no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part time work or multiple employment. It is especially important that reasons for leaving are given fully.					
Employer/Establishment	Full/Part Time	Post and Level of responsibility	Period of Service		Reason for leaving
			From mm/yy	To mm/yy	

6. Relevant In-Service Training/Professional Development (last 3 yrs, earliest first)

Organising Body	Course Title	Length of Course	
		No of days	Date

7. Superannuation

Are you in receipt of a pension? Yes No - if you answered 'Yes' please state Local Government Other

8. Any further comments

Please give details of anything else you may feel is relevant to your application:

9. Other Information

Do you hold a valid driving licence? Yes No

10. References

To help us assess your suitability for the specific role, we may seek references from your Headteacher or Principal or other relevant line manager. If you currently work in a school, your first referee must be the Headteacher/Head of School/Principal, if not one referee must be your current employer. Are you happy for us to approach your referees prior to interview? Yes No

Name of Referee:	
Job title:	Length of time they have known you:
Telephone Number:	E-mail:
Address:	

Post code:

Name of Referee:	
Job title:	Length of time they have known you:
Telephone Number:	E-mail:
Address:	
Post code:	

11. Immigration, Asylum and Nationality Act 2006

All short-listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents. Yes No

12. The Mercian Trust

To your knowledge are you related to or do you know anyone who is a member of staff, governor, an elected member or any other employee of The Mercian Trust? Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered 'Yes' please give further information below.	
Name:	Position:

13. Data Protection Act

The information collected on this form will be used and stored in compliance with the Data Protection Act 1998. The information is being collected by the Data Manager for the purpose of administering the employment and training of employees of the Trustees of the Mercian Trust. The information may be disclosed, as appropriate, within the Education Service, to Trustees, to the Trustees' Occupational Health Adviser, to the Department for Education, to the Department of Work and Pensions, to the West Midlands Pension Fund, to the Local Government Pension Scheme providers and to any other relevant statutory bodies.

14. Safeguarding

The Mercian Trust is committed to safeguarding young people. The post requires a DBS check. You will be required to complete the necessary paperwork prior to/at interview, where your documents will be checked to ensure your eligibility to work with young people.

This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

For information regarding filtering of convictions please see: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you barred from working with children or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to either of the above questions, please provide dates and brief details here:

15. Declaration

I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may render my application invalid.

Signature:

Please print name:

Date:

Please return the completed form to: st-ody-dd@qmhs.org.uk