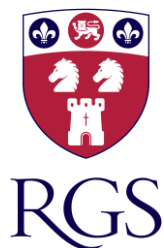


**MODERN  
LANGUAGES  
ASSISTANTS**  
(French & German)

**JOB  
INFORMATION**



RGS



## MODERN LANGUAGES ASSISTANTS

(1x French Assistant & 1x German Assistant)

Part Time from October 2024 until June 2025  
Newcastle upon Tyne Royal Grammar School



### THE POSITION

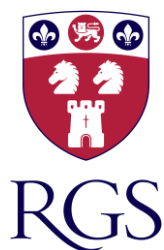
We have a wonderful opportunity for two people to join our vibrant Modern Languages Department. You will provide support to teachers and students in either French or German. This will be both in-class support and one-to-one conversation and coaching with our students. You should be a native speaker or bi-lingual in your specialist language. We may also give consideration to very capable British-born linguists with the right aptitude, skills and experience.

You may well be considering a career in teaching, and this will give you a chance to put yourself to the test and work in a high-performing academic environment.



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Contact: [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk)

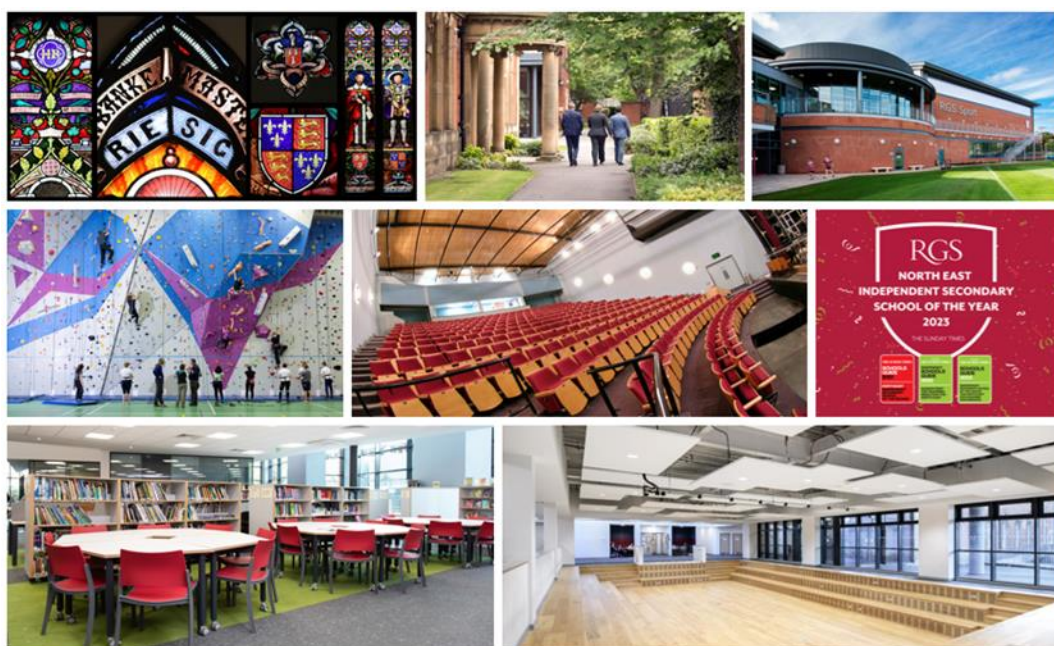


## THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. Most recently, RGS was awarded the Sunday Times' 2023 North East's Top Independent Secondary School for Academic Performance. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

The RGS has grown substantially in recent years. There are now some 1,320 students, over 260 of whom are in the Junior School. The Sixth Form of 330 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 46% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.





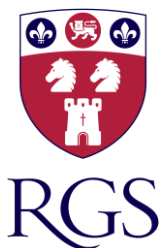


Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7 and a handful at Y9, plus sixth form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c. 45 students). Beyond the academics, in Junior School (Y3-6) entry is assessed through activity days whilst at Y7 students are assessed through online tests and an interaction day. Sixth form entry is through interview only. Students sit baseline tests in Y7, Y10, and L6 – the average GLA CAT score for both the current Y7 and L6 is 117.

Academic selection and excellent teaching means the school's results are exceptional. The published figures for 2023 are on the school's website. For A Level, 34% of A level grades were at A\*; 71% A\* - A; and 89% A\* - B. For GCSE, the proportion of grade 9s was 41.2%; 9 – 8 was 67.8%; and 9 – 7 was 85.8%. These results placed the RGS 51st nationally in The Sunday Times Parent Power survey, up from 73rd place in 2022. Additionally, Top School Guide ranked the RGS 16<sup>th</sup> nationally for co-educational schools; and overall, 37<sup>th</sup> for A Levels and 48<sup>th</sup> for GCSEs.

In 2021, The Sunday Times Parent Power survey judged RGS Newcastle to be the North East Independent School of the Decade. Since then, the RGS has consistently ranked first for academic results in the North East. In 2023, as well as receiving accreditation for the Wellbeing Award for Schools, the RGS was awarded the overall title of Independent School of the Year for the whole of the UK, following winning the category for Outstanding Educational Partnerships. We have more recently been awarded the title of Sunday Times Parent Power North East Independent School of the Year for 2024. Furthermore, School Sports Magazine recently ranked the RGS as the 27<sup>th</sup> best sports school (independent and state) in the UK.





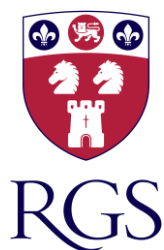
## THE MODERN LANGUAGES DEPARTMENT

Modern Languages are taught from KS2 to KS5 at the RGS. At the Junior School, students learn French and experience a Spanish taster. As the Senior School attracts students from some 50+ feeder schools in Year 7, students learn German. In Year 8, students choose two Modern Languages from a choice of three, and, in Year 9, continue with a core language, taking either modern or classical language options. Modern Languages are taught at A level, as VI Form Complementary Studies and are a core and option subject at IGCSE level.

There are currently 14 members of the Senior School ML team (three of whom are Assistants). We have additional technical and IDT support. In 2023-24, we are teaching AQA A levels and the Edexcel IGCSE. Spec information for Years 11, 12, and 13 is detailed here:

- Edexcel Pearson – IGCSE French: [Edexcel International GCSE French \(2017\) | Pearson qualifications](#)
- AQA – A Level French: [AQA | Languages | AS and A-level | French](#)
- Edexcel Pearson – IGCSE German: [Edexcel International GCSE German \(2017\) | Pearson qualifications](#)
- AQA – A Level German: [AQA | Languages | AS and A-level | German](#)
- Edexcel Pearson – IGCSE Spanish: [Edexcel International GCSE Spanish \(2017\) | Pearson qualifications](#)
- AQA – A Level Spanish: [AQA | Languages | AS and A-level | Spanish](#)





The aim is to enthuse and engage all students of all ages and abilities. All students study Modern Languages in Key Stage 3 and 4, unless there are specific reasons why they should not do so. Within the student body, we have native and semi-native speakers to whom we offer bespoke programmes in French, German & Spanish. Some 10 students per year go on to study Modern Language/Linguistics-related degrees at university. Many leavers choose to continue with their language studies at university Language Centres alongside their undergraduate degrees and/or go on to have careers in European or multinational companies. 4 students who take languages at A level in 2023-24 have achieved places at Oxford and Cambridge. We are pro rata (and over the last decade) one of the most successful departments in terms of Oxbridge successes.

The department is busy, high-performing, friendly and collaborative. Each member of the teaching team offers up to 3 language specialisms as well as contributing to many other key aspects of school life, such as the pastoral team, careers, Oxbridge, Voluntary Services and sport. A wide range of enrichment and partnership activities is also part of the package. Assistants are encouraged to become involved in co-curricular life.

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## ACCOMMODATION AND RESOURCES

Assistants have their own office-space within the ML Faculty in the Performing Arts Centre. This office is equipped with a networked device, allowing research & preparation of lessons and teaching resources (via MS Office 365: OneDrive, SharePoint, Teams & OneNote).

We use a wide range and variety of paper and digital textbooks, free and subscription websites, and self-made and AI-assisted resources, as well as digitised listening material and video content. Lessons are delivered through OneNote. A bank of Assistant resources is stored electronically. We also have an excellent range of language films and documentaries (via Clickview). The Seminar Room and main Library hold literature and non-fiction collections.

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## 2023 EXAM RESULTS

The department is high achieving and examination results are consistently high regionally and nationally within the subject and exam boards used.

### A Levels (AQA GCE A level)

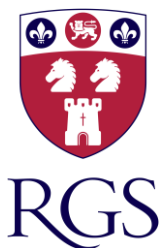
2023	A*	A	B	C
French	0	3	1	1
German	0	2	1	0
Spanish	3	1	1	0

### GCSE (AQA GCSE Higher & Foundation)

2023	9	8	7	6	5	4 ->
French	15	10	7	1	9	0
German	9	10	13	9	14	4
Spanish	14	13	9	5	3	2

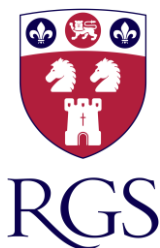
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## MAIN DUTIES AND RESPONSIBILITIES

- Work with teachers in the classroom in both the preparation and delivery of Modern Language lessons, catering for all ability levels.
- Supervise classes (cover) for short periods of time when class teachers are required to undertake other work-related activities or take short-term leave.
- Work independently with small groups of students or individual students.
- Prepare a range of resources and tools to support students to develop their spoken and aural language skills, as well as their cultural awareness.
- Use a range of strategies and techniques to increase student engagement with languages, differentiating by need.
- Regularly assess that learning is taking place and to what extent/impact.
- Make recordings (audio and video) in their own language that the school can use as examples of native-speaker speech.
- Work on specific material with small groups of more able students (or students with native or near-native competence).
- Help set up links with schools in target language countries.
- Contribute to an international project.
- Contribute to cross-curricular work in collaboration with other subject areas.
- Run booster sessions for students who require it.
- Support in departmental events as appropriate.
- Liaise with other departments, outside agencies, etc. as and when required and carry out such other work as may be appropriate to the role as required by the Head of Department.
- Participate in activities and events as required by the Head of Department.



## PERSON SPECIFICATION

The following person specification indicates those areas of skill and personal characteristics, qualifications, training and experience that we are looking for.

### Qualifications and Training

- A degree in a subject relevant to the post.
- Courses of further study relevant to the post.

### Experience

- Some experience of working with children and young people in a training, coaching or teaching capacity would be a significant advantage.

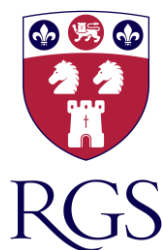
### Skills

- Ability to inspire young people to develop a love of languages.
- Ability to think originally and creatively and show initiative.
- Commitment to high standards of teaching and learning.
- Excellent organisational abilities.
- High levels of IDT competency.

### Personal Characteristics

- Ability to work in a fast-paced environment.
- Ability to communicate effectively with colleagues, students, and parents in a variety of ways.
- Understanding of, and commitment to, equality of opportunity for all.
- Understanding of, and commitment to, the ethos of the school as a community.
- Tact, discretion and diplomacy.
- A genuine liking of people and the ability to show warmth, good-humour, empathy and sensitivity.





## LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

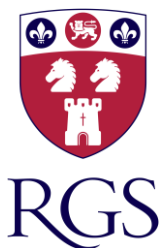
The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





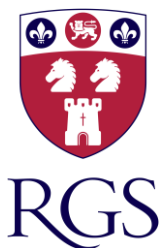
## MAIN TERMS AND CONDITIONS

- This is a fixed term appointment with the school which will run from 01<sup>st</sup> October 2024 until 28<sup>th</sup> June 2025 pending satisfactory completion of pre-employment safeguarding checks.
- Normal working hours will be 18 hours per week, Monday to Friday during RGS term time.
- Whilst exact working times may vary, the earliest start time would be 8.15am and the latest finish time would generally be 4.30pm, unless the Modern Languages Assistants are involved in any after school lessons.
- The role will involve working all staff training days throughout the fixed term period and will be paid as overtime. Further details of staff days will be shared with the successful applicant.
- The salary for this role is circa £29k gross per annum (based on a full-time working contract). The Language Assistant's actual salary will be adjusted to approximately £9000 which is proportionate to the dates of the fixed term period (i.e. 01/10/24 until 28/06/2025).
- The salary is paid in equal monthly instalments across the period of the fixed term.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- Holidays – This role is term time only. The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff. These holidays are pro rata'd to reflect the term time only working pattern and fixed term contract period for this role. Holiday pay is incorporated into the annual salary and is split evenly over the fixed term period.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.

## WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.





- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley, or Eldon House.

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## HOW TO APPLY

Enquiries about this post should be made to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk).

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

**The closing date for this role is 9.00am Monday 18<sup>th</sup> March 2024**

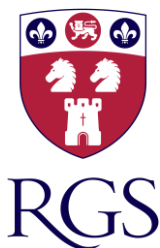
Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an

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overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

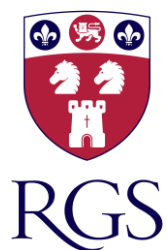
### Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

### Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.



## CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk)  
[communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)  
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