

**MODERN
LANGUAGES
ASSISTANT
(French)**

**JOB
INFORMATION**

MODERN LANGUAGES ASSISTANT (French)

Newcastle upon Tyne Royal Grammar School

Required from October 2025 until June 2026 (Fixed Term)



THE POSITION

We have a wonderful opportunity for an enthusiastic and friendly individual to join our vibrant Modern Languages Department in providing support to teachers and students. This will be both in-class support and one-to-one conversation and coaching with our students. You should be a native French speaker or a bilingual specialist. We may also consider 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.



Job Description: Modern Language Assistant (French)

Closing Date: 9.00am Monday 17th February 2025

Contact: Ms Karen Sykes (Head of Modern Languages) k.sykes@rgs.newcastle.sch.uk

THE SCHOOL

In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School, Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health and happiness.

RGS is based in the heart of Newcastle, 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 modern 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.



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Academic Success

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities but also leave the school realising that life outside the classroom has been equally beneficial.

In 2023, RGS was named 'Independent School of the Year' overall in The Telegraph Group's national awards. Most recently, the school was again named North East Independent Secondary School of the Year for Academic Excellence 2025 by The Sunday Times' Parent Power Schools Guide.

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 Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.





RGS
NEWCASTLE

Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and, above all, a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programmes are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



Pastoral Care

We understand that all of our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.

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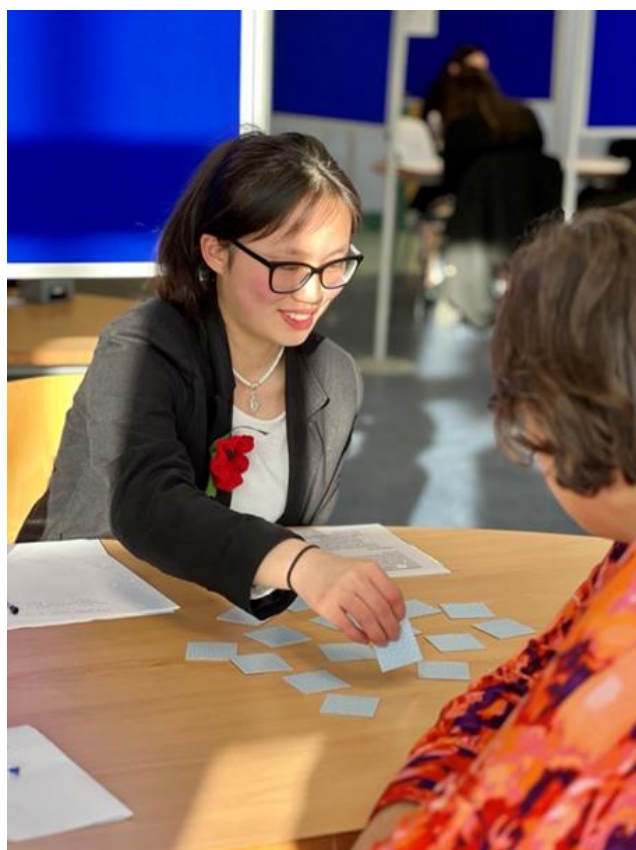
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THE MODERN LANGUAGES DEPARTMENT

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 where staffing allows. Modern Languages are taught at A level, sometimes 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 2024-5, 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 took languages at A level in 2023-24 achieved places at Oxford/ Cambridge or top US universities. 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 the co-curricular life of the department and wider school.

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.



2024 EXAM RESULTS

The department is high achieving and examination results are high regionally and nationally within the subjects and exam boards used. Recent results are cited below:

A Levels (AQA GCE A-Level)

2024	A*	A	B	C
French	1	2	3	1
German	3	2	0	1
Spanish	3	0	0	0

IGCSE (Pearson Edexcel)

2024	9	8	7	6	5	4
French	10	9	8	0	2	4
German	17	12	12	7	7	3
Spanish	5	15	16	5	5	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 awareness of the target cultures.
- 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 in a language or language-related discipline would be a significant advantage.

Skills

- Ability to inspire young people to develop a love of the French language.
- 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.

MAIN TERMS AND CONDITIONS

- This is a fixed term appointment with the school which will run from 01st October 2025 until 26th June 2026 pending satisfactory completion of pre-employment safeguarding checks.
- Normal working hours will be 18 hours of contact time per week, Monday to Friday during RGS term time. This includes at least 1 line manager mentoring meeting per week.
- 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 £31,000 gross per annum (based on a full-time working contract). The Language Assistant's actual salary will be adjusted to circa £9000 which is proportionate to the dates of the fixed term period (i.e. 01/10/25 until 26/06/2025).
- The salary is paid in equal monthly instalments across the period of the fixed term.
- RGS staff salaries are reviewed on 1st August each year.
- Holidays – This role is term time only. 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.
- **Note for Candidates:** Regrettably, the school will not be able to act as work sponsor for this position therefore candidates must have the right to work in the UK established for the duration of the fixed term.

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.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- 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.



- 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.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



HOW TO APPLY

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

Enquiries about this post should be made to Ms Karen Sykes (Head of Modern Languages) on k.sykes@rgs.newcastle.sch.uk.

To apply for this post please submit the following to jobs@rgs.newcastle.sch.uk by the closing date.

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

Note: You must complete the application form, even if you want to also attach a CV.

The closing date for this role is 9.00am Monday 17th February 2025

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 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 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 Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and '[Keeping Children Safe in Education](#)' (September 2024)

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 neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian, and ethnic minority heritage as well as White heritage.

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: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



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