



QUEEN ELIZABETH'S
WAKEFIELD

YOU'LL LIKE THE WAY WE

WORK TOGETHER



**TEACHER OF FRENCH
AND SPANISH**

**Information for
Candidates**

September 2026



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For further information about the Foundation please visit the website at <https://wgsf.org.uk/queen-elizabeths/>





QUEEN ELIZABETH'S
WAKEFIELD

Welcome from the Executive Head

In September 2026, the three Schools of the Wakefield Grammar School Foundation are coming together to form Queen Elizabeth's School, a single Co-Educational Diamond model school for pupils aged 3-18. This is an exciting point in our long history.

At Queen Elizabeth's, we believe in the transformative power of an independent education.

Queen Elizabeth's is about developing inspirational learning environments which nurture the distinctive learning needs of boys and girls. It's about encouraging each individual to look outwards as well as inwards as they begin their journey to becoming everything they want to be. It's about building confidence, developing lifelong friendships and providing the foundations for happy, worthwhile and lasting achievement. It's about encouraging hearts and minds and developing a lifelong love of learning. It's about growing each pupil's unique capabilities and instilling a sense that anyone can achieve anything they put their minds to. It's about understanding that enjoying true success in life is not just about academic achievement but developing a keen sense of social responsibility and making a difference in the world.



The success of our School is thanks to the creative, talented and forward-thinking colleagues who work within our team. We offer a supportive and collaborative environment where your contributions will make a real difference, and enable you to explore career opportunities that offer professional development, competitive benefits, and the chance to be part of something truly special.

I encourage you to take a look at our School's websites for further information, and if you feel you could help our excellent staff team to grow, we look forward to receiving your application.

Richard Brookes

Executive Head



QUEEN ELIZABETH'S
WAKEFIELD

About Queen Elizabeth's

Queen Elizabeth's School, Wakefield is a diamond model school that combines the benefits of single-sex academic focus, historically delivered at Queen Elizabeth Grammar School (QEGS), Wakefield Girls' High School, and Wakefield Grammar Pre-Preparatory School, with the broader experience of co-education.

Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments with excellent facilities. The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level, with the majority of leavers securing entry to their first-choice universities, including Oxbridge and Russell Group.

Queen Elizabeth's complements outstanding academic outcomes with a full range of co-curricular activities for pupils of all ages to take advantage of, including art, sport, and musical and dramatic performance.

The Role

From January 2027, we are seeking an enthusiastic and skilled Teacher of French and Spanish to join our language department. The successful candidate will act as a subject specialist in French, delivering engaging lessons across Key Stages 3, 4, and 5, while also teaching Spanish at Key Stage 3.

You will be highly qualified, enthusiastic, innovative, and highly committed: an able communicator, with a positive, encouraging, and collaborative style that can enrich the work of this successful department.

Candidates should be excellent classroom practitioners, able to relate well to pupils and teach to a high standard across multiple year groups.

Applicants should have the ability to work independently and flexibly using their own initiative and be excellent team members. A willingness to contribute to the extra-curricular programme is essential.

Our teachers have a strong sense of community and enthusiasm and in which involvement, pastorally, and in the extensive broader curriculum, is the norm.

Further details and an application form can be obtained from the recruitment section of our website <https://wgsf.org.uk/queen-elizabeths/employment-opportunities/> or by emailing the HR Department at hr@queen-elizabeths.school



Job Description

Reporting to:

Head of Department

Key Responsibilities

You will be a creative, inspirational, dynamic teacher, with a passion for French and Spanish and an ability to communicate this to students via effective and exciting learning.

You will:

- Set personal professional standards
- Support the ethos of the school and to work in accordance with its desired aims and policies
- Share in pastoral responsibility for all students (especially those in the individual's teaching or tutor groups) in liaison with the appropriate Head of Year
- Play an active role in the life of the school, including the extra-curricular activities programme
- Confidently use data to improve student progress
- Carry out all professional duties as outlined in the Contract of Employment and associated staff handbook and code of conduct

Teaching & Learning

You will:

- Have a passion and an ability to communicate and engage students in effective and exciting learning
- Promote excellence in teaching and learning in the classroom
- Plan and prepare courses and lessons
- Assess, mark, record and report on the development, progress and attainment of students in line with school and departmental policy
- Promote the general progress and well-being of individual students and groups of students
- Exercise proper care of teaching materials, equipment and rooms to maintain a stimulating teaching environment
- Follow the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, supporting pupils with learning support needs and homework
- Advise and cooperate in the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment
- Demonstrate high expectation of all of our students
- Keep up to date with developments in educational research to ensure that best practice is adopted.
- Participate, as required, in meetings that relate to the curriculum, the organisation of the school or pastoral matters
- Maintain good order and discipline amongst the pupils and safeguarding their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Require from the students the high standards of behaviour, dress, punctuality, effort and attendance that are consistent with the school's expectations
- Supervise any students whose teacher is not available to teach them as required
- Be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead
- Comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person

Assessment & Reporting

You will:

- Provide or contribute written assessments, reports and references relating to individual students and/or groups of pupils
- Communicate and consult with the parents of pupils, both formally at Parents' Meetings and informally
- Participate in arrangements for preparing and assessing students' work for public examinations

Professional Development

You will:

- Participate in the school's performance management programme for teacher review, as one under review
- Take part in the school's programme of induction and review for new teachers
- Review from time to time teaching methods and programmes of work
- Participate in arrangements for further training and professional development as a teacher, including attending staff meetings once per half term

Extra-curricular activities

You will:

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department
- Play an active role in the life of the school, including the extra-curricular activities programme

Communications / Marketing and external links, including public occasions

You will:

- Actively promote learning and teaching within the school community to staff, students and parents
- Contribute to the positive promotion and marketing of the school in the local and wider community
- Actively contribute to marketing events and external links

Other responsibilities

You will:

- Undertake duties as the Head or a delegated representative may reasonably request
- Attend meetings, in accordance with school policy and to lead such meetings as required
- Attend occasional meetings during evening hours, at weekends or in school holidays, as required

It should be noted that this is not a definitive list of duties; you will be expected to undertake such other duties as requested from time to time in accordance with the grade of this role. This job description may be amended at any appropriate time, following consultation between the relevant Head and post holder.

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of students and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person
- Contribute to the overall ethos of Wakefield Grammar School Foundation
- Attend relevant staff meetings or other meetings as required
- Attend staff training, staff meetings and additional events, e.g. parents evening; as required (including where these may fall on non-contracted days)
- Any other duties that may be reasonably required within the grade and scope of the role

Person Specification

The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills, personal attributes, and additional requirements; these are all essential. These will all be measured by application form, interview, or certification.

Requirement	Tested on Application, Interview or Test
Experience	
Considerable experience of teaching MFL at Key Stage 3, GCSE and A Level	A
Experience of Oxbridge Preparation	A
Knowledge	
A clear understanding of recent developments and initiatives in teaching and learning	A/I
Excellent subject knowledge	A/I
Skills	
Knowledge required to analyse assessment data	I
High level of classroom teaching skills	I
Excellent written and spoken English	A/I
The ability to work independently and also be a team player	I
Qualifications	
Degree relevant to the post	A
Qualified Teacher status	A
Personal Attributes	
A sensitivity to the needs of young people	I
Personal and professional integrity, honesty, energy, stamina, enthusiasm	I
A willingness to give generously of their time to support school events and activities	I
Commitment to personal development and lifelong learning	I
An absolute commitment to students and their learning	I
Commitment to the improvement and development of own performance	I

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the School Registrar will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Data Protection

During the course of employment, the School Registrar will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and properly applied to pupil, staff and school business/information.

Terms of Appointment

Contract

This position is a permanent position. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

Appointment date

January 2027

Hours of work

1.0 FTE

Salary

MPS / UPS

Pension Scheme

Teaching staff will be offered membership of a defined contribution scheme with L&G, with employer contributions of 20% and a benefits package that includes life assurance and income protection

Safeguarding Checks

Queen Elizabeth’s is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Lunches

Free school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation
- A dedicated, well qualified and experienced teaching team, SLT and middle leaders
- A board of Governors who are passionate about the school and bring a wide range of expertise
- A School with Strong community Links and a supportive parent body

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending the school (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

The closing date for applications is midnight on 20 September 2026

Interviews will be held week commencing 28 September 2026

Further details and an application form can be obtained from our website <https://wgsf.org.uk/queen-elizabeths/employment-opportunities/> or by contacting the HR department at hr@queen-elizabeths.school

