



Heathfield School Ascot



**Application pack for position of
Full-time Subject Leader of Mathematics
September 2020 or January 2021**

Welcome

Thank you for your interest in Heathfield. I hope that the information in this pack will give you a good idea of the broad and interesting scope of this role within the Mathematics department at the School. There is a great deal more information on our website:

www.heathfieldschool.net.

Eleanor Wyatt, the founder of Heathfield, established the School to allow the girls to 'see the sky.' She meant it literally, but I take it to be a metaphor to allow the girls to reach their greatest potential in whatever sphere that is – whether academic, artistic, sporting, musical or dramatic. Heathfield enables girls to excel and empowers them as self-confident, resilient, articulate young women. Academically, Heathfield aims to engender an intellectual curiosity combined with self-discipline; it is this combination, which leads our young women to success in so many areas. However, we are not led purely by our academic outcomes; our girls go to the best universities, the best Art colleges and drama schools as well as to the world of work. Our girls, staff and parents work hard together to ensure that each individual girl's dream is realised.

The boarding ethos of a holistic education is absolutely at the heart of what Heathfield stands for. I was a boarder, my children were boarders, and I am a passionate believer in the independence of spirit, the lifelong friendships and the dedication to service to the community, which our girls embody for the rest of their lives. Although the majority board, we have a growing collection of daygirls who are absolutely part of the School and often stay over at weekends and later in the evening too. The wonderful thing about our school is that you will get to know every girl and have strong close partnerships with most parents, and this is special as it creates that family feel.

Although Eleanor Wyatt spoke over a century ago, I am absolutely committed to continuing her vision of helping every girl to 'see the sky'.

I hope that you will be excited by the challenges and professional rewards of being part of the team that shapes the School over the coming years.

Thank you for your interest in the position and I look forward to receiving your application in the near future.

With best wishes



Marina Gardiner Legge

Headmistress

THE POST

Due to an internal promotion, we seek to appoint a dynamic and well-qualified teacher to join the Mathematics department, taking on the role of Subject Leader. You will be expected to teach the subject to all levels, including some Further Maths modules, and contribute to the wider life of the school.

The current staffing consists of four specialist full-time teachers. The department is well resourced, making use of online software, such as MyMaths, and with dedicated teaching rooms with full ICT support and interactive whiteboards. Students in all year groups are taught in sets for their Maths lessons; they follow the national curriculum in years 7 and 8, followed by the Edexcel IGCSE syllabus in years 9 – 11, with the possibility of taking the AQA Level 2 Further Maths qualification in year 11. Students in the sixth form study Edexcel's A-Level Mathematics and Further Mathematics. Ideally, we would like the candidate to take up the post from September 2020.

THE DEPARTMENT

The Heathfield teacher embodies, radiates and transmits the unique Heathfield ethos of excellence, tradition, innovation and creativity. Through her/his inspirational teaching, commitment to and understanding of students and their needs, and through involvement in the enriched boarding school curriculum, the Heathfield teacher's prime duty is to ensure that every student's experience of the School's distinctive 24-hour curriculum lays the foundations for professional success, personal and spiritual fulfilment and lasting happiness throughout adult life.

KEY RESPONSIBILITIES

- To inspire pupils and colleagues with a dynamic and passionate vision of the subject
- To maintain and continue to raise the profile of Mathematics at Heathfield School
- To maintain and develop schemes of work with other members of the department

The Pupils:

- Take responsibility for the development, work and behaviour of all pupils who use the department.
- Ensure that pupils' efforts are properly rewarded and that praise frequently given when appropriate.
- Make sure that staff are aware of special circumstances affecting pupils, such as dyslexia, home background, etc., through liaison with the Spectrum Department and EFL department and Heads of House where appropriate.
- Support colleagues where disciplinary matters are problematic.

Parents:

- Keep parents informed of departmental aims through consultation either on a one-to-one basis or through Parents' Evenings.
- Oversee and support colleagues with the writing of reports and other communications from the Department.

Facilities and Resources:

- Ensure that rooms, furniture, equipment, displays, etc. are maintained to a high standard.
- Keep a proper inventory of books and equipment and ensure the correct storing of resources.
- Keep an accurate record of departmental expenses.

- Determine in relation with your departmental staff spending priorities.
- Advise the Senior Management about departmental needs.
- To manage the departmental budget in discussions with Senior Management and to ensure that the department does not overspend.

Examinations:

- Ensure that internal examinations are set, marked and evaluated
- Ensure, after consultation with colleagues, that pupils are entered for the correct specifications and external examinations.
- Distribute all information from the examination board for all who need to know. Ensure that examiners' reports are read.

SCHOOL CULTURE

- Support the School's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is committed to achievement

OTHER RESPONSIBILITIES

- Undertake other various responsibilities under the reasonable direction of the SLT or Headmistress.
- Ensure that all members of the Department are working effectively by monitoring and collaborating through regular meetings
- To organise effective departmental meetings with agendas
- To advise the Senior Management of staffing needs within the Department. Liaise with the timetabler to ensure the correct allocation of time, staff, resources and rooms.
- To appraise staff within the department, according to school practice and policy.
- To allocate responsibilities fairly within the department and to see that those are carried out.
- To inform departmental members of school policy and to update them when information is distributed to them.
- Ensure that all departmental members are familiar with the Department's resources.
- To encourage all members of the department to develop a range of teaching skills recognising different learning methods and communicating high expectations of our pupils.
- Ensure that homework is regularly set, marked and recorded by all members of the department. To be sure that work set is balanced and fair.
- To ensure that all reporting and grading is carried out by members of the department.
- Keep clear records of all pupils, including assessments and external results.
- To act as a point of contact if departmental colleagues are absent and work needs to be set.
- To oversee staff professional development, in discussion with the Director of Studies, and to encourage appropriate in-service training
- Be aware, sensitively, of colleagues' personal needs and circumstances where appropriate and in relation to the working situation.
- Provide information for the writing of references and to observe departmental colleagues teaching.
- Look after part-timers and support staff where appropriate. They are important members of the team.
- Look for opportunities to communicate and co-operate with other departments.

- Annually to produce the Departmental Development Plan to move the department forward in line with the overall Strategic Plan of the School.

STAFFING AND INDUCTION

- To advise the Head on the appointment of new staff.
- To assist in the drafting of advertisements by providing information for job descriptions and information about the department
- Be involved in the selection for candidates for the short-list and to interview the candidates.
- After appointment to invite the appointee to visit
- Supporting new staff – advising, helping and anticipating their needs.
- Following the School policies relating to the induction of new staff.
- All successful candidates are required to attend an Induction Day for new teaching staff.

PERSON SPECIFICATION

- A strategic thinker with a vision for the department, and the drive and stamina to enthuse others in translating the vision into reality
- A good planner, capable of taking a strategic view and working with others to create clear and measurable plans for implementation
- Someone who can gain and maintain the confidence and respect of colleagues, students, parents and Governors.
- Teaching experience within an 11 to 18 school
- A proven track record as an excellent classroom teacher
- Some experience as a manager in an educational context
- The ability to inspire high levels of student performance
- The ability to work with clear and measurable objectives to provide year on year improvement
- The ability to form good relationships with the students in the School.
- Proven leadership qualities
- Enthusiasm, energy and a positive approach in managing staff
- A facility for working co-operatively with colleagues
- An understanding of the advantages and demands of a boarding school
- A commitment to drive up standards to ensure the best possible outcomes for the students in the School

QUALIFICATION CRITERIA

- A qualified, experienced teacher, with a degree and post graduate teaching qualification

GENERAL EXPECTATIONS OF TEACHERS AT HEATHFIELD

In addition to the points outlined above, all teachers at Heathfield are expected to undertake the following:

- To contribute to the excellence of teaching with other members of the Department as organised by you and hold regular Departmental meetings.
- To participate in the School's Appraisal Scheme and to take advice from Senior Colleagues on Professional Development
- Where appropriate, to co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To cover for absent colleagues and to set work for them in an emergency.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.

- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a tutor group.
- To attend Parents' evenings, staff meetings including those which take place before and after the School day and before the beginning of term, together with attendance at morning Chapel and Assembly and major school functions.
- To contribute to the extra-curricular life of the School

TERMS OF SERVICE

Salary: Competitive salary offered

Meals and Refreshments: We provide freshly prepared, nutritious meals in the Dining Hall during term time (when the kitchen is operational). Refreshments are also available throughout the day in the Staff Sitting Room. Meals and refreshments are free of charge.

Holidays: The School holiday year runs from 1 September to 31 August and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year, provided that, during those periods, you are not unavailable for work due to sickness or the exercise of a statutory right (for example maternity leave). Public holidays will be counted as non-term periods, but days on which you are required to work for the School (such as INSET days, where a public holiday falls during term time, or school trips) will not.

During the holidays, you may need to work reasonable hours in preparation for the new term, or in order to fulfil your job responsibilities. Prior to the start of a new term and at the end of term you will be required to work some additional time to ensure that the Mathematics Department is ready, and for staff meetings and training. All these dates are published on the School Information System (Firefly) and your Line Manager will advise you of what will be required. It is important not to make any holiday arrangements (booking flights etc.) before checking with your Line Manager.

Normally, you will not be required to work on public holidays, unless the public holiday falls during the School term (for example May bank holiday). All staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

Pension Scheme: Eligible staff are automatically enrolled into the contributory workplace pension scheme.

Personal Accident Insurance Scheme: The School currently participates in a Personal Accident Insurance Scheme for all employees.

Fee remission: The School currently offers all staff a discount on fees should their daughter(s) attend Heathfield School.

Parking: Free parking is available on site.

Welfare: A number of welfare initiatives are available to staff including free lunch and refreshments, free use of the School's swimming pool and gym (at set times), massage, reflexology, life drawing, spin bike and yoga classes (all at small charge), free 24/7 onsite medical care by qualified nurses, annual flu jabs (optional) and counsellor.

THE SCHOOL

Heathfield is a vibrant and unique independent boarding and day school for girls aged 11-18 with a first-class education and excellent pastoral care. Situated in Ascot, with good transport links to international airports and London, the School currently has 190 pupils including 145 boarders. It is small and welcoming, with a caring and inclusive atmosphere, underpinned by a strong Christian ethos. The small size of the School ensures that everyone knows everyone and fosters a very happy community, where girls build lasting friendships. Heathfield girls are highly successful and go on to establish careers in many sectors according to their individual skills and ambitions. At the last ISI Inspection in February 2018, the School was graded “Excellent” in all areas assessed.

Eleanor Beatrice Wyatt founded the School in 1899 with the School motto, “The Merit of One is the Honour of All”, encapsulating Miss Wyatt’s ideal. Heathfield is a school where the primary aim is to ‘discover and develop every girl’s talents to enable her to excel.’



We recognise that our greatest asset is our staff and you would be joining a warm community united by a mission to do the very best for every girl. Our personalised and individual approach to every girl is central to making sure that every girl is happy, confident and therefore able to reach her academic, social and emotional potential.

The School offers an excellent all-round education that caters for girls for all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the School is to bring out the best in each girl, according to her abilities and talents. Girls work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.

ACADEMIC SUCCESS

“Pupils consistently demonstrate positive attitudes to learning and achieving their best.” ISI 2018

As the individual girl is at the centre of what we do, class sizes are kept small. The School has a consistently strong academic track record with examination results improving year on year. In 2019, 67% of girls achieved A*-B grades in their A-Levels, in 24 subjects including Mathematics, History, French, Biology, Art and Design and Music. 100% of students were awarded an A* or A in Mathematics, 67% A* or A in Maths and 50% A* in Further Maths.

At GCSE there was another successful year of results. Across the board, 45% of grades received by our students were in the top 9-7/A*-A category. Core subjects continued to impress, with a 100% pass in Maths and Mathematics Language and 32% of girls securing a 9-7/A*-A in Maths, 79% gaining a 9-6/A*AB in Mathematics Language and 72% 9-7/A*-A in Mathematics Literature.

The School offers a rich and broad curriculum that gives everyone the opportunity to continue to further their education.



PASTORAL

“The School looks to what the child does best not what is best for the School and helps to foster a belief that they can achieve in whatever they do” Parent

The pastoral care at Heathfield is second to none. Girls board in the main school building in their year groups in dormitories from Forms I to III and then have their own single rooms from Form IV upwards. Sixth Formers live together in Wyatt House, a separate boarding house, where they can cook together in one of two kitchens, giving them the opportunity to prepare for independent living and university life. Everyone is part of the House system and girls are

put into one of four Houses where they remain throughout their time at Heathfield. The Heads of House are responsible for the girls' welfare and are the main point of contact for parents.

Heathfield offers a wide weekend programme and a varied selection of school clubs and activities, designed to stimulate the girls and to provide them with a release for both their physical and creative energies.

Happiness and wellbeing is never far from our minds. Heathfield was the first school in the UK to adopt the wellbeing programme "Flourishing at Schools" which aims to promote wellbeing from the outset, rather than just identifying those in distress or at risk.

The Chapel provides a place of peace and quiet reflection for pupils and staff, and is the spiritual centre of the School community regardless of faith or belief.



BOARDING

"Pupils are happy, articulate and confident." ISI 2018

We welcome boarders from all over the world. Girls have the opportunity to grow and become more independent within an environment that is safe and happy. Boarders have an extended programme of supervised activities after school and at weekends. Students, even some who live very locally, often choose to board as it provides them with a stable, supportive environment in which to study and live, balancing work with such typical evening activities as Zumba, Yoga, themed evenings, cinema trips and weekend days out.



SPORT, ART, MUSIC AND DRAMA

“Pupils non-academic achievements are outstanding.” ISI 2018

The opportunities provided are as diverse as the ambitions of our girls. We cater for just about every interest and talent through an impressive range of over 30 termly clubs and enrichment activities. We have a “work hard, play hard” approach, with plenty of time built into busy lives for friendship, relaxation and fun. To support the development of individual talent, we have superb facilities, including a large multi-purpose sports hall, fitness suite, spin studio, a dance studio, five lacrosse pitches, six tennis courts, four netball courts and a 25m indoor swimming pool and extensive woodlands.

Core sports are netball, lacrosse, tennis and athletics, with much else on offer, in particular the School’s equestrian strength in polo and show jumping.



The School's excellence in the creative arts is nationally renowned and a great source of pride to the School. In September 2014, Heathfield became the first school in the UK to join with the London College of Fashion at the University of the Arts London for a unique progression partnership.

Drama at Heathfield is housed in the St Mary's Theatre, which provides a fully equipped, exciting space for a range of drama work from whole school productions to examination performances, House plays and the Junior Showcase. The School also offers a well-established and flourishing programme of extra-curricular lessons leading to LAMDA and Dance examinations. Frequent theatre visits are an integral part of school life and the School is ideally placed for visits to London and further afield. There is also an annual inter-house drama competition with performances written, directed and performed by students.

Music is another key feature of Heathfield School. The girls have the option to take individual music lessons and many choose to join various extra-curricular clubs which are run by the music department.

THE FACILITIES



The School is set in 36 acres of stunning grounds in Ascot, Berkshire. With an annual turnover of £6 million, the School is in robust financial health and is in the middle of an exciting investment programme. The theatre and assembly hall was completed in 2009 and the state-of-the-art STEM (Science Technology Engineering and Mathematics) block was completed in the summer of 2015. There are further plans to build a Sixth Form Centre as well as increase staff housing and boarding accommodation.



The School employs approximately 120 staff, of whom around 40% are teaching. Another 30 are engaged as contractors in catering and peripatetic teaching.

Heathfield has extensive grounds with five lacrosse pitches, tennis courts, netball courts, a purpose-built Sports Centre with fitness equipment, dance studio, spin studio and a 25m indoor swimming pool. We also have 36 acres of woodland, which is used as a fitness trail, boarders' recreation and staff dog walks. Heathfield even has its own sweet shop!



The School is fully equipped with all necessary IT. There are two specialist ICT rooms and a multi-media digital recording studio. All pupils bring a laptop to school.

Staff have their own common room, with facilities for making tea and coffee, and a study with computers. Daily newspapers are also provided.

Catering on site is excellent, and freshly prepared on site each day. Staff are provided with

lunch free of charge, and supper when on evening duty.

We welcome all staff becoming involved in all and any aspect of co-curricular provision, including the Duke of Edinburgh Scheme, school trips and visits at home and abroad and clubs and activities, existing or new.

Heathfield is a member school of the BSA, the GSA, ISBA and AGBIS.

LOCATION

Heathfield is situated 31 miles west of London and near both the M3 and M4 to London. There is a rail link between Ascot and London Waterloo. Gatwick and Heathrow airports are within easy reach.



APPLICATION FOR POSITION:

Full-Time Subject Leader of Mathematics

To apply please send your application form, current CV and a letter of application addressed to the Headmistress, Mrs Gardiner Legge, c/o Deputy Bursar, Heathfield School, London Road, Ascot SL5 8BQ or hr@heathfieldschool.net

The application form and job description is available on our website:

<https://www.heathfieldschool.net/about-us/job-vacancies/>

Closing Date: Monday 11th May 2020, at 4pm

Interview Date: Week ending 15th May 2020

All staff take part in the School's performance management process and must abide by the Code of Conduct for Staff at Heathfield School. Applications will be acknowledged and then valued against the selection criteria.

We reserve the right to call suitably qualified candidates to interview and appoint before the closing date. Early applications are therefore encouraged.

Please note that references will be sought prior to interview.

Heathfield School welcomes applications from all sectors of the community.

Safeguarding:

Heathfield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Heathfield is an Equal Opportunities Employer and a registered Educational Charity no. 309086 as well as a data controller and registered with the Information Commissioner's Office as required under current data protection legislation. Further information about how we use personal data is available on request.



Heathfield School
Ascot

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