



Heathfield School Ascot



**Application pack for position of
RESIDENT LANGUAGE ASSISTANT**

September 2021

Welcome

Heathfield is a warm and welcoming School, an inclusive community and a home from home for our pupils. To ensure that we continue to evolve and are always able to provide truly outstanding education in a holistic sense, we need to continue to build and deliver an ambitious and creative vision for our School. The Resident Language Assistant is a key member of our Modern Foreign Language Department, all of whom are committed to providing a first-class service for our pupils, parents and staff.

At the heart of Heathfield are our pupils. As a smaller School we are able to genuinely focus on individuals, supporting and encouraging them to help them find their own path. In this rapidly changing world, we want our pupils to leave Heathfield as strong, informed and opinionated young people who will stand up for what they believe in, demonstrate resilience and grit and be proud of who they are, all they have achieved so far and to be excited about their future.

Academically, Heathfield aims to engender an intellectual curiosity combined with self-discipline; it is this combination, which leads our young people 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 pupil's dream is realised.

The boarding ethos of a holistic education is absolutely at the heart of what we stand for. The majority of pupils board, and we have a growing number of daygirls who often stay over at weekends and later in the evening. Pastoral care is the foundation of our School and pupils take part in 'Flourishing', an innovative Australian wellbeing programme that we are fortunate to be the first school in the UK to adopt. Whether boarding or day, our pupils develop independence of spirit, lifelong friendships and dedication to service to the community, which endure for the rest of their lives.

As the new Head, I also bring new ideas, expectations and ambitions for the students and for the School. However, what will not change are our core values and ethos, which make Heathfield such a special place for everyone.

Eleanor Wyatt founded the School in 1899 to enable girls to 'see the sky'. Today, we continue to challenge our students to 'see the sky'; to develop the confidence to set their ambitions high. One of the wonderful things 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.

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. You will find the people wonderful, the environment warm and positive, and the facilities fantastic. We aspire for Heathfield to be the very best school and want only the very best people to work with us.

I look forward to meeting you.



Sarah Wilson
Headmistress

THE ROLE

Heathfield School seeks to recruit an outstanding individual to assist the students with their speaking skills and to assist the department with administrative tasks and provide residential cover in return for free-shared accommodation in one of the School's three-bedroom houses very close to the School. When on duty you will be entitled to free lunches and suppers. You will be expected to run a language club and there may also be occasions when your assistance is required before speaking examinations. This is a residential role, and you will therefore be expected to carry out residential duties outlined below.

The School covers the full ability range of students and you will work with all year groups. The pupils learn both French and Spanish. Students must continue to take one language in years 10 and 11 (Forms IV and V) up to GCSE level and some carry on with two. There are small A level groups in French and Spanish in the Sixth Form (years 12 and 13).

KEY RESPONSIBILITIES AND DUTIES

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

- Undertake other various responsibilities under the reasonable direction of the SLT or Headmistress.

LANGUAGE DEPARTMENT DUTIES

Weekdays – during school hours

Your 16 hours per week are spent assisting in the Language department – the MFL Coordinator will organise individual timetables and discuss duties and responsibilities. These include:

- Prepare and carry out conversation lessons with KS3, Year 8,9,10, 11, Lower 6th & Upper 6th and to assist the teacher in mixed ability classes.
- Support in the Department and the Students and report back regularly on the progress of individuals.
- Your role will be to improve your students' confidence in communicating in your language.
- You will occasionally help classes to become more interactive and fun. You will do this by planning activities and games and using photos and texts from newspapers or the Internet. With the A Level students, you will cover the A level topics and grammar points which they are learning in class, but the main aim is to get them talking and to prepare them for the AS and A2 speaking examinations.
- As part of your 16 hours per week, you may be asked to support weak pupils in your language. You will have weekly meetings with the Language Coordinator, and/or the language teachers so that you have time to prepare your lessons and the appropriate material.
- You may also be asked to provide authentic materials where necessary for a variety of age groups as well as collect and file articles from the press and internet, relative to current events and activities in the French-speaking world.
- Research for individual students supporting their topic work for oral exam.
- Helping with exams and exam procedure, especially Public Exams.

RESIDENTIAL DUTIES

28 hours per fortnight is spent working in the boarding houses, supporting our residential team (9hrs for two weekday duties, 10hrs over duty weekend). You will be working across different age groups from Form I to Sixth Form.

Weekdays

You will work two evenings per week, helping to look after our Boarders. This includes supervision with study (homework), taking in electronics for overnight storage and bedtime routine in the year areas and in the dormitories, as well as any other duties (e.g., administration) which the Housemistress may request. This will include accompanying the exeat/half term bus to London (however, you are free to use this as free transport to London as there is no expectation to return to School, unless it is your weekend **on** duty)

Weekends

Assistants work on alternate weekends. If it is your weekend **on** duty, you must stay on 'site', even if you are not required in the Year area. We may need to call on you in case of emergency. Your weekend off duty, you are free from 8pm on Friday until midnight on Sunday.

You can expect a typical weekend to include:

- Supervise study
- Assist with admin tasks in the year area
- Run an activity with the girls such as watching movie or going for a walk
- Ensuring the year area is tidy
- Help supervise the year area and be a presence in the year office
- Assist with the regular evening routine, including snacks, electronics and bedtime

Where needed assist with trips offsite, e.g., ice-skating, cinema, shopping

Escorts

There may be occasions when you are asked to accompany a student to a medical or dental appointment as part of your residential duties. This could be at any time when you are on duty.

Duty at the beginning and end of each term

Assistants must return to school on the evening prior to the Staff Conference Days at the start of term in order to participate in Residential Meetings.

At the end of each term, school finishes at 12pm. Assistants are expected to remain in school until early evening in order to assist residential staff to tidy and clear Year areas.

Assistants are expected to work from 12noon on a half term and 8:30am on a full term.

Time Off

- One day each week – 24 hours
- One evening each week, from 4.30pm until midnight.
- Alternate weekends from 6.00pm on Friday until midnight on Sunday

Conditions

All meals are provided free during term time when on duty. Your accommodation consists of free-shared accommodation in one of the School's three-bedroom houses located very close to the School, usually shared with the other Language Assistants. Further information in the Service Occupancy Agreement attached.

INDUCTION

All successful candidates are required to attend an Induction Day for all new staff.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Create a happy, challenging and effective learning environment. • Use effective strategies to monitor motivation and progress / Provide feedback in relation to progress and achievement • Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge • Provide feedback to pupils in relation to progress and achievement under the guidance • Confident in using ICT for a range of purposes • Support pupils consistently whilst recognising and responding to their individual needs. • Promote the inclusion and acceptance of all pupils. Encourage pupils to interact with others and engage in activities led by the teacher. • Liaise with the head of department and the rest of the teachers, to support achievement and progress of pupils. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes 	<ul style="list-style-type: none"> • An understanding of the principles of good classroom management. • Promote independence and employ strategies to recognise and reward achievement. • Ability to challenge and support all pupils to do their best.
TEAMWORK AND COMMUNICATION	
<ul style="list-style-type: none"> • Communicate effectively (both orally and in writing). • Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit • Ability to work independently and as part of a team • Acting as a role model and setting high expectations. • Sensitivity to the needs of others • Enthusiasm, commitment and energy. • Good organisational and interpersonal skills. • Openness and willingness to address and discuss relevant issues • Develop good personal relationships within the team. 	<ul style="list-style-type: none"> • Ability to motivate others.

<ul style="list-style-type: none"> • Ability to work constructively as part of a team. Flexibility. • Establish constructive relationships with pupils and interact with them according to individual needs. 	
ETHOS AND WHOLE SCHOOL VALUES	
<ul style="list-style-type: none"> • Able to operate at the heart of the School community • Committed to the School's Values • Commitment to Heathfield as a school with high academic standing providing a holistic education and outstanding pastoral care 	<ul style="list-style-type: none"> • Willingness to contribute to whole school initiatives, and support school improvement programmes • Set challenging and demanding expectations and promote self-esteem and independence
SAFEGUARDING AND PASTORAL	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	<ul style="list-style-type: none"> • Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities. • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

TERMS OF SERVICE

Salary: Your salary will be £975.00 (nine hundred and seventy-five) pounds per month, paid in arrears on the last working day of each month. The salary reflects a total of 16 hours' work per week, the total salary for the nine months being £8,775.00 from which you will pay National Insurance contributions of approximately £20-£25 per month plus income tax. Extra hours standard fixed hourly rate of £14.72 per hour.

Contract: Fixed term commencing 1 September 2021 ending on 27 May 2022.

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.

Residential Accommodation: Free-shared accommodation in one of the School's three-bedroom houses very close to the School.

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 MFL Department is ready, and also 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 196 pupils including 125 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 2020, 70% of grades awarded were A*-B grades at A-Levels, in 25 subjects including Mathematics, History, French, Biology, Art and Design and Music. 30% of grades were A*/A and nearly 95% A* to C.

At GSCE there was another successful year of results. Across the board, 63% 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 English Language. Overall, over half of all students in this cohort achieved 9-7 grades.

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, 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 XX 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 OF: LANGUAGE ASSISTANT

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

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

To apply for the position, please send a completed application form with a CV and covering letter setting out how your experience makes you suitable for the role of Language Assistant to the Headmistress, Ms Wilson c/o hr@heathfieldschool.net

Closing date: 1 May 2021

Interviews: TBC

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 before the closing date. Early applications are therefore encouraged.

Please note that references will be sought prior to interviews.

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.

Section 9 (2)(b) of the Employment (Sex Discrimination) Act 2000 applies to this post.



Heathfield School
Ascot

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