



# Heathfield School Ascot



**Application pack for position of  
Teacher of Science - Maternity cover  
Commencing October (possibly 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 Teacher of Science is a key member of our Science 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 pupils go to the best universities, the best Art colleges and drama schools as well as to the world of work. Our pupils, 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 day pupils 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 pupils 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 pupils to 'see the sky'. Today, we continue to challenge our pupils 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 POST

Heathfield School seeks to appoint a dynamic, inspiring and well-qualified teacher to join our successful Science Department. You will be expected to teach across year groups but will focus on your subject specialty at GCSE and A level. Chemistry or Physics preferred but we will consider Biology teachers. The candidate would also be expected to take a full role in the wider life of the school.

## THE DEPARTMENT

Biology, Chemistry and Physics are currently taught throughout the School, with most pupils taking Combined Science at GCSE level and a top set taking Triple Award. In Years 7 & 8 they are taught all Science topics by a single teacher in mixed ability groups. In Years 9, 10 and 11 the pupils are in ability-based sets for their Science lessons and follow GCSE specification. All the Sciences are offered and are popular choices at A Level. The Science department currently follows the AQA board at GCSE, and for Biology and Physics A level, and OCR for Chemistry A level. We have five science teachers, two technicians and four labs (one general and three specialist) within a showpiece STEM building opened by Professor Lord Robert Winston in January 2017.

This post offers the candidate the opportunity to join the teaching staff at Heathfield School for a single academic year to cover the Maternity Leave of one of our Science Teachers. This post is offered **from October (possibly September) 2021**.

## KEY RESPONSIBILITIES

The Teacher of Science is responsible to the Head of Science:

- To teach Science to a high standard across all year groups in the Department, and potentially to A level and GCSE in their specialist discipline
- To monitor and improve pupils' attainment and progress
- To maintain and continue to raise the profile of Science at Heathfield School and inspire and enthuse our pupils
- Ensure that appropriate schemes of work are followed carefully
- To contribute to Department meetings and other responsibilities within the Science Department
- To contribute to the wider school life, including being a Form tutor and co-curricular clubs

## MAIN TASKS

### 1. TEACHING

Provide a range of pedagogic approaches to teaching science, play a key part in raising standards of teaching and learning through the excellence of their own teaching and by supporting the professional development of their colleagues.

### 2. MANAGEMENT OF PUPILS' ATTAINMENT AND PROGRESS

Operate systems for monitoring and improving pupils' attainment and progress.

## PERSON SPECIFICATION FOR TEACHER OF SCIENCE

We are looking for:

- A qualified teacher, with a relevant degree and post graduate teaching qualification in Science.
- Someone who can gain and maintain the confidence and respect of colleagues, pupils, parents and Governors.
- Teaching experience within an 11 – 16 or 11 -18 school.
- A proven track record as an excellent classroom teacher.
- 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 pupils in the School.
- An ability to work collaboratively.
- A commitment to drive up standards to ensure the best possible outcomes for the pupils in the School.

Additional desirable quality:

- Experience of teaching either Chemistry and/or Physics up to and including A Level.

The section below outlines the Headmistress's expectations and requirements for this post. These expectations and requirements will constitute the selection criteria, applied by the Headmistress as she considers appointments. In her deliberations, the Headmistress will judge each application in the context of these selection criteria. Drawing upon the available evidence the Headmistress will assess the extent to which each applicant's professional skills and experience match the skills and experience required for this post. In addition, she will assess the applicant's potential for the development of these professional skills and experience and she will make a judgement about the extent to which the applicant has the professional adaptability to make a strong contribution as the School moves into a phase of rapid change, transformation and development. The Headmistress will furthermore assess the applicant's wider professional effectiveness, taking account of contributions to the life of the School and all additional responsibilities held in past years, and also the applicant's professional characteristics and the extent to which these characteristics meet the needs of the developing school.

## GENERAL QUALITIES

The Teacher of Science, at Heathfield will play an important part in the further development of Heathfield School. The post holder will be an excellent teacher, articulate and inspiring, confident, stable and supportive, highly able and innovative. They will have stamina, energy and drive in abundance, with the ability and determination to attain and maintain very high educational standards, and to raise pupils' standards of achievement to the very highest levels nationally and internationally.

The Teacher of Science will demonstrate high levels of competence in the following areas:

### KNOWLEDGE AND UNDERSTANDING

The Teacher of Science will know and understand:

- What constitutes excellence in teaching and learning.
- How to make use of recent research findings and theories about the different types of intelligence and how children and young people learn.
- The main strategies for raising pupils' achievement.
- The implications of the School's Code of Practice for Special Educational Needs for teaching and learning in the subject department.

### PLANNING AND SETTING EXPECTATIONS

The Teacher of Science will also be able to:

- Set expectations and targets for pupils in relation to standards of student achievement and the quality of teaching.
- Contribute to short, medium and long-term subject development plans, contributing to whole school aims, policies and practices.
- Are based on a range of comparative information concerning the attainment of pupils.
- Identify realistic and challenging targets for improvement.
- Are understood by all those involved.
- Are clear about action to be taken, timescales and criteria for success.
- Work with the Special Educational Needs Co-ordinator, to ensure that individual education plans are used to set subject-specific targets and that work is well-matched to pupils' needs.
- Think creatively and imaginatively to anticipate and solve problems and to identify opportunities.
- Make full use of the additional opportunities for curriculum enrichment in the boarding school environment.

### TEACHING AND MANAGING PUPILS' LEARNING

The Teacher of Science will ensure that:

- There is full curriculum coverage, continuity and progression for all pupils, including those of high ability and those with special educational or linguistic needs.
- They are clear about pupils' learning objectives in lessons and can assess and understand the sequence of teaching and learning.
- They are careful in their choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- There is effective development of pupils' literacy, numeracy and information technology skills through all the subject departments teaching.
- They are aware of its contribution to pupils' understanding of the duties, opportunities, responsibilities and rights of citizens.
- They know how to recognise and deal with racial stereotyping.
- All the teaching in the subject department enables pupils to develop individual and collaborative study skills and to learn more effectively with increasing independence.

## STUDENT ACHIEVEMENT

The Teacher of Science will be able to:

- Establish clear targets for pupils' achievement, and evaluate progress and achievement by all pupils, including those with special educational and/or linguistic needs.
- Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.

## RELATIONS WITH PARENTS AND THE WIDER COMMUNITY

The Teacher of Science will be able to:

- Exude enthusiasm and passion for the subject, and engage and motivate pupils and adults alike, so that they can share something of this enthusiasm and passion.
- Establish a partnership with parents to involve them in their child's learning, as well as providing them with information about curriculum, attainment, progress and targets.

## MANAGING OWN PERFORMANCE AND DEVELOPMENT

The Teacher of Science will be able to:

- Prioritise and manage her/his own time effectively, particularly in relation to balancing the demands made by teaching, and involvement in school development.
- Achieve challenging professional goals.
- Participate very effectively in Performance Management, taking responsibility for her/his own professional development.

## TEACHING REQUIREMENT

The Teacher of Science would be required to teach 40 one-hour lessons per fortnight plus spend around two hours per fortnight on tutor responsibilities.

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

## INDUCTION

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

## 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 pupils. 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 eligible 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 pupils 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 135 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 pupils build lasting friendships. Heathfield pupils 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 pupil. Our personalised and individual approach to every pupil is central to making sure that every pupil is happy, confident and therefore able to reach their academic, social and emotional potential.

The school offers an excellent all-round education that caters for pupils 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 pupil, according to their abilities and talents. Pupils 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 Level in 25 subjects including Mathematics, History, French, Biology, Art & Design and Music. 30% of grades were A\*/A and nearly 95% A\* to C.

At GCSE there was another successful year of results. Across the board, 63% of grades received by our pupils 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 pupils 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. Pupils 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 pupils are put into one of four Houses where they remain throughout their time at Heathfield. The Heads

of House are responsible for the pupils' 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 pupils and to provide them with a release for both their physical and creative energies.

Happiness and wellbeing are 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. Pupils 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. Pupils, 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 pupils. 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 pupils.

Music is another key feature of Heathfield School. The pupils 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 were 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 OF TEACHER OF SCIENCE (MATERNITY COVER)

Details can be found on the school website: [www.heathfieldschool.net](http://www.heathfieldschool.net)

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 Science Teacher (Maternity Cover) to the Headmistress, Ms Sarah Wilson c/o [hr@heathfieldschool.net](mailto:hr@heathfieldschool.net)

**Closing Date:** Thursday 20 May 2021 (midday)

**Interview Date:** Week beginning Monday 24 May 2021

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 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.*



Heathfield School  
Ascot

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