



Heathfield School Ascot



Application pack for the position of
Art Technician
Immediate Start



Welcome

Heathfield is a warm and welcoming school, an inclusive community and a home from home for our students, who are the heart of the school. As an intentionally smaller school we are able to genuinely focus on individuals, supporting and inspiring them to find their own path. In this rapidly changing world, we want our students to leave Heathfield as informed and confident young people. We want to empower them to think independently and to stand up for what they believe in. We want them to be proud of who they are, all they have achieved so far and to be excited about their future.



We continue to evolve, striving to provide a truly outstanding education. To do this, we must continue to build and deliver a creative, ambitious vision for our school.

Academically, we aim to engender intellectual curiosity and self-discipline, and this leads our students to success in so many areas. Our students go to leading universities, art colleges and drama schools in the UK and abroad, as well as to the world of work. However, we are not led purely by academic outcomes. One of the wonderful things about our school is that you will get to know every girl and have strong partnerships with parents, creating our family feel.

Our boarding ethos is at the heart of what we stand for. The majority of students board, and we have a growing number of day girls who often stay later in the evenings and join in with our exciting weekend activities. Pastoral care is the foundation of our school and pupils take part in 'Flourishing', an innovative wellbeing programme that we are fortunate to be the first school in the UK to adopt. Teaching staff are all involved in the extensive co-curricular programme, strengthening relationships with students.

Eleanor Wyatt founded Heathfield 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. I hope that you will feel excited by the opportunities, challenges and professional rewards of being a part of Heathfield. High value is placed on professional development and we will do our very best to support and encourage you, enabling us all to work together to help shape our school over the coming years. We aspire for Heathfield to be the very best school and want to welcome the very best people to work with us.

I look forward to meeting you.

Sarah Wilson
Headmistress

About Heathfield

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 225 pupils including 140 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 happy community, where students build long-lasting friendships. Heathfield students are highly successful and go on to establish careers in many different 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. Heathfield is a school where the primary aim is to ‘discover and develop every pupil’s talents to enable her to excel.’

We recognise that our greatest asset is our staff, and you would be joining an inclusive community united by a mission to do the very best for every student. Our personalised and individual approach is central to making sure that every student 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 students of all abilities and interests, with well-established programmes in place for the exceptionally able and for those needing learning support in specific areas. The school aims to bring out the best in every pupil, according to their abilities and talents.

“Pupils are happy, articulate and confident.” ISI 2018





Working at Heathfield

Curiosity is encouraged from all members of our school community and support is in place throughout Heathfield to enable everyone to question and explore the world around them.

Students are taught to critically reflect on their preconceptions about learning, understand the principles of scientific enquiry, and become researchers themselves as they work alongside teachers to make pedagogical decisions. We are proud to be the first school in the UK to deliver the innovative and evidence-based mental health and wellbeing programme, Flourishing, which has been developed from the principles of positive psychology. Students in every year group receive dedicated lessons to enable them to develop the habits and characteristics required for lifelong happiness, wellbeing, and academic success. Teachers also receive training on positive psychology to improve their own wellbeing and to incorporate the principles into their lessons and interactions with students outside of the classroom.

Teaching and learning strategies throughout the school are evidence-based. Teachers' professional development is supported by @HeathfieldLearn: a teaching and learning bulletin issued every half-term that focuses on how research findings can be translated into classroom practice. Students and teachers work together in pedagogical teams to read and disseminate research to the school community and teachers are encouraged to conduct small-scale action research projects to target specific areas of their practice as part of our whole-school philosophy of continual improvement.

Heathfield staff take ownership of their professional development and model the benefits and practice of lifelong learning to their students. As members of The National College, all our staff have unlimited access to a wide variety of remote learning opportunities. Every year, teachers are given the opportunity to join our middle leadership programme, which provides participants with the skills and awareness to lead whole-school innovations. The programme is led by our Assistant Head of Teaching and Learning and combines taught elements alongside personalised activities and mentorship relevant to each teacher's field of interest.

The number of teachers choosing to further their subject or pedagogical knowledge by completing Masters level degree courses in addition to their teaching commitments each year is a testament to the culture of curiosity felt across the school.

The role

THE CANDIDATE

The Art Department is extremely busy and needs the support of an Art Technician who will be willing to contribute in all areas. The appointed Art Technician will be given training if required. Duties will include helping to support and enhance the Teaching and Learning experience of pupils and staff, supporting the Art Department in raising the profile at a whole school, national and international level and ensuring that the Art Department remains compliant in all Health and Safety matters.

The Art Technician will be expected to work in an administrative capacity, organising systems and keeping records, and as a practical support. The classroom areas for Art and Design are often lively, but also a sanctuary. The pupils are friendly, and whilst working independently on their practical studies they may require individual help from the Art Technician.

OVERALL PURPOSE

The Art Technician's main responsibility is to provide support to the Art Department and to liaise with the Head of Art in order to ensure the efficient running of the School's day-to-day timetabled lessons, extra-curricular activities, and enrichment workshops.

The Art Technician will offer support for the following curriculum areas: Art and Design, Fine Art, Textiles, and 3D Design. Training can be offered for areas which are less familiar for instance, Ceramics, Printmaking, and Textiles.

The successful candidate will be expected to attend an Induction Day prior to commencement of the role in May 2022.

Duties include, but are not limited to:

COMMITMENT: CHART BELOW PROVIDES A GUIDE

- ◇ To work up to 15 days outside of term time subject to the demands and needs of the Art Department and as directed by the Head of Art. This is to either pack up the department or set it up (during long holidays i.e. Christmas, Easter and Summer), this will typically be 2-4 weekdays at the beginning and end of each term. Where possible this will be built around Focus Days at the beginning of each term.
- ◇ Attendance at 'all staff' events on Focus Days (6 per year within Term Time)
- ◇ Attendance at Open Mornings (1 Saturday per term – 4 hours each)
- ◇ To support and attend the evening of the Private View of the Art Exhibition (annual)
- ◇ To support and attend rehearsals and evenings of the Fashion Show (every two years)

Summer Holidays	7 days (4 days at end of the Summer Term / 3 days prior to the start of Michaelmas Term).
Michaelmas Term	1 x Saturday Open Morning – 4 hours.
Christmas Holidays	4 days (2 days at the end of the Michaelmas Term / 2 days prior to the start of the Lent Term)
Lent Term	1 x Saturday Open Morning – 4 hours. In 2021, 3-4 x Evenings - Fashion Show Event (every two years)
Easter Holidays	4 days (2 days at end of Lent Term / 2 days prior to the start of the Summer Term)
Summer Term	1 x Saturday Open Morning – 4 hours. 1 x Evening - Art Exhibition – annual

*Please note the above may be subject to change

The role cont...

HEALTH & SAFETY

- ◇ A commitment to the on-going and emerging needs of the Art Department to ensure that a safe environment is maintained at all times
- ◇ To keep the Art Department tidy and free from clutter
- ◇ Preparing Health and Safety reports, risk assessments and material safety data sheets (COSHH)
- ◇ Organisation of the routine maintenance of equipment and machinery

Undertaking appropriate development and training as agreed with the Subject Leader.

ORGANISATION OF FACILITIES, EQUIPMENT AND RESOURCES WITHIN THE ART DEPARTMENT

- ◇ Mounting, presentation and display of artwork for display in the Art Department
- ◇ Tidying of all resources and equipment
- ◇ Keeping an inventory of equipment and materials, and ordering new stock as required

To securely store all examination work as directed by the Subject Leader

ADMINISTRATION

- ◇ General administration as directed by the Subject Leader such as, awarding merits, organisation of school trips, co-ordinating visitors or guest speakers, life drawing etc.
- ◇ Update the Technician Manual
- ◇ Undertaking appropriate development and training as agreed with the Subject Leader.
- ◇ Collate end of term costs for individual students and submit to Bursary.
- ◇ Check and keep records of the Art Department budget and spending, in assistance with Subject Leader

To help organise a fashion show (every two years) as directed by the Subject Leader

TEACHING AND LEARNING

- ◇ Assisting and advising in the realisation of student projects – in discussion with Subject Leader
- ◇ The preparation, in advance, of materials and equipment for lessons as directed by the Subject Leader
- ◇ Support with the planning and delivery of extended opportunities, such as promotional material, competitions, workshops, scholars workshops etc.
- ◇ Keeping abreast of technological developments relevant to Art & Design

WHOLE SCHOOL

- ◇ Mounting, presentation and display of artwork for exhibitions and events
- ◇ Liaising daily with students on on-going projects, and internal support departments including Facilities and House-keeping as well as academic departments in order to build relationships and contacts to facilitate the exchange of information.

The Art Technician duties will be conducted on the basis of their given priority, and the successful candidate must be prepared to undertake any and all duties as reasonably directed by the Head of Art.

The Art Technician will be a committed and professional member of the team, enhancing the excellent reputation of the Art Department.

INDUCTION

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

SAFEGUARDING AND CHILD PROTECTION

Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

EQUALITY AND DIVERSITY

Staff at Heathfield are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.

PROMOTING BRITISH VALUES

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

DATA PROTECTION

All staff at Heathfield have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the School's Privacy Policy.

Personal Specification

ESSENTIAL	DESIRABLE
Can-do attitude, good humoured, drive, team spirited and patient. Willingness to go above and beyond.	Flexible approach to work with the emerging needs according to demands of the school and departmental calendar
Degree in Art Related Subject or Equivalent Experience	Higher Level Qualifications and/ or Specialisms in other Disciplines. Ceramics, Printmaking, Digital Art an advantage
Desire to work with young people	Previous experience of working as an Art Technician within a school setting
Excellent organisational skills and able to take direction	Previous management and/ technical support experience
Good photography skills and ability to present and document art work.	Excellent photography skills and experience of setting up exhibitions
Proficient use of Microsoft Word, Excel and PowerPoint	Ability to use Adobe Photoshop or other Art specific software





Terms of Service

TERMS OF SERVICE

Full-time - (8am – 4:30pm, Monday to Friday, with 60 minutes for lunch).

ANNUAL BASE SALARY

£23,640 per annum (pro-rata £16,820 per annum)

CONTRACT

37 weeks per annum (term-time plus three weeks)

Permanent

Immediate line manager: Head of Art and Design

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 FOCUS 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 Art Department is ready, and also for staff meetings and training. All these dates are published on the School Information System 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). In particular, all staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the students. These dates are published in advance so you will have plenty of notice.

Terms of Service cont...

MEALS AND REFRESHMENTS

Complimentary refreshments and lunch provided in school during term time only.

PARKING

Free onsite parking.

PENSION SCHEME

Eligible staff will be 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.

PARKING:

Free parking is available on site.

WELFARE

A number of welfare initiatives are available to staff including 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 and counsellor.



Application Process

APPLICATION FOR: ART TECHNICIAN

The application form is available on our website: <https://www.heathfieldschool.net/about-us/job-vacancies/>

Please send a completed application form, CV and covering letter setting out how your experience makes you suitable for the role to the Headmistress, Sarah Wilson c/o hr@heathfieldschool.net

Closing date: Thursday 21 April 2022 (mid-day)

Interviews: Week Commencing: Monday 25 April 2022

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, therefore early applications are therefore encouraged.

Please note that references will be sought prior to interviews if permission is indicated on the application form.

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.

Facilities

The school is set in 36 acres of stunning grounds in Ascot, Berkshire. With an annual turnover of £6 million, Heathfield 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. Construction is well underway on a new Sixth Form Centre alongside future plans to increase and improve staff housing and classroom or boarding accommodation.

The school employs approximately 130 staff, of whom around 40% are teaching. A further 30 are engaged as contractors in catering and peripatetic teaching.

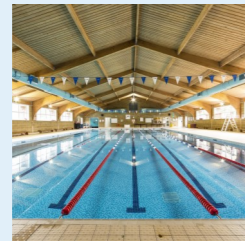
Heathfield has extensive grounds with five lacrosse pitches, tennis courts, netball courts, a purpose-built Sports Centre with a fitness suite, dance studio, spin studio and a 25m indoor swimming pool. We also have 6 acres of woodland, which is used as a fitness trail, recreation and staff dog walks. Heathfield also has its own tuck 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.

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



- a STEM building
- b Performing Arts Theatre (including Music rooms and practice rooms)
- c New Sixth Form Centre
- d Recording studio
- e 5 Lacrosse pitches
- f 6 Netball / Tennis courts
- g 25m indoor heated pool
- h Fitness suite
- i Spinning studio
- j Sports hall
- k Dance studio
- l Leiths Cookery School
- m Upper Sixth Form Boarding House
- n Chapel

Academic success

As the individual pupil 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 2021, 86% of students achieved A*-B grades at A Level in 24 subjects including Mathematics, History, French, Biology, Art & Design and Music, with 94% meeting their first-choice university entrance requirements. 100% of students were awarded an A* or A in Drama, Economics, History, Music, PE, Photography, RS and Spanish.

At GCSE there was another successful year of results. Across the board, 62% 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 and 64% of pupils securing 9-6/A*-B in Maths, 59% gaining 9-6/A*-B in English Language and 84% 9-6/A*-B in English Literature. In addition, 100% of our students secured A*-B for Foundation Project Qualifications (FPQs) in Year 9 and 100% of students taking subjects a year early in Year 10 achieved Grade 9.

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

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





Pastoral & Boarding

The pastoral care at Heathfield is second to none. Students board in dormitories in the main school building in their Year groups 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 Year are responsible for the students' welfare and are the main point of contact for parents.

Heathfield offers a wide and diverse weekend programme and a varied selection of school clubs and activities, designed to stimulate the students and to give them the opportunity to try new things and discover an ability or passion previously unexplored.


The Chapel provides a place of peace and quiet reflection for both students and staff and is the spiritual centre of the school community regardless of faith or belief.

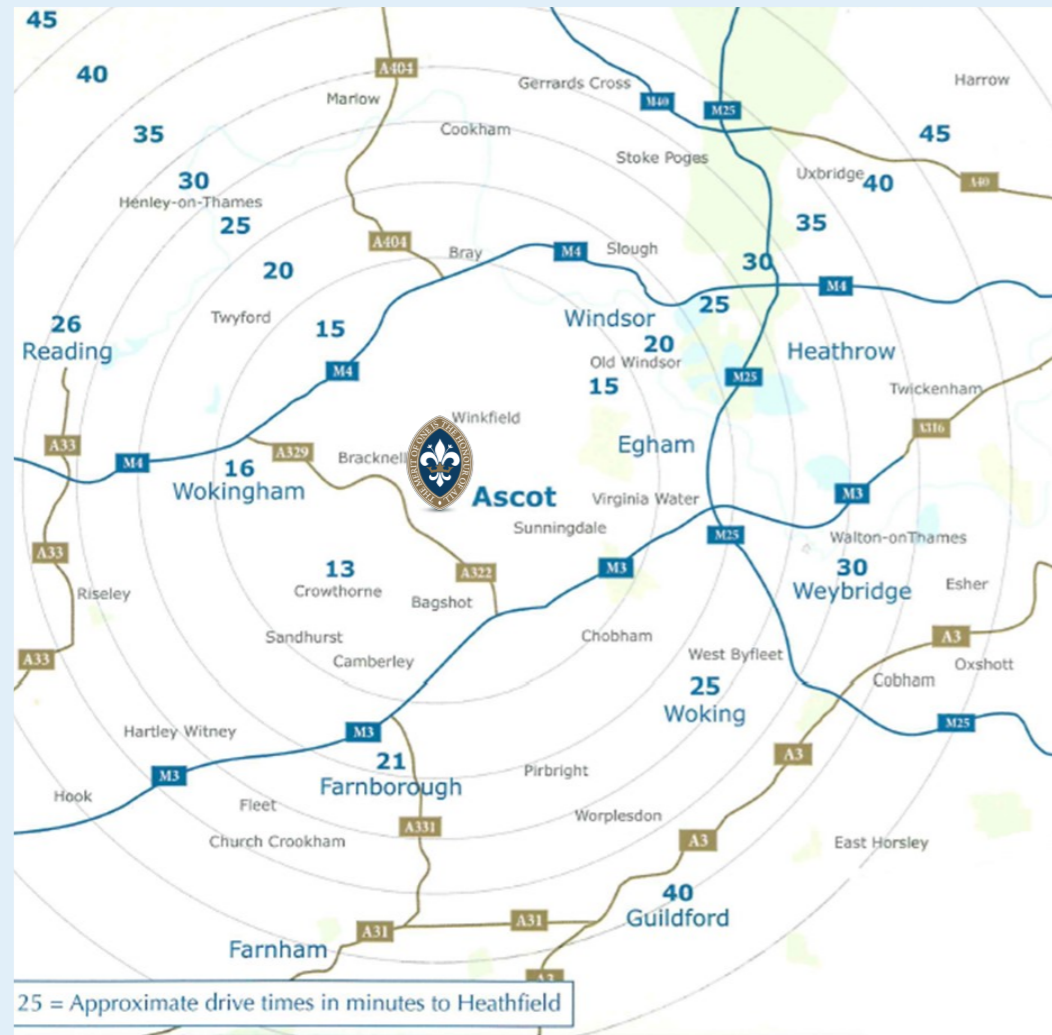
We welcome boarders from all over the world. Students have the opportunity to grow and become more independent within an environment that is safe and happy. Boarders have an extended programme of supervised activities after school and at weekends. Students, including those who live locally, often choose 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.

"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

Location & local amenities

Heathfield is situated 31 miles west of London, 5 miles from the M3 (J3) and nine miles from the M4 (J10) motorways. There is a rail link between Martins Heron (our closest station), Ascot and London Waterloo. Gatwick and Heathrow airports are also both within easy reach.

For directions to Heathfield,  What3Words: ahead.bulb.sparks - [What3WordsHeathfieldSchool](https://www.what3words.com/ahedbulbsparks)



Royal Foresters Restaurant & Bar next door



Martins Heron Station, a 15 minute walk



The Lexicon Shopping Centre, Bracknell



Ascot Racecourse



David Lloyd Fitness Centre, 3 miles



Lavendar Park Golf Course, opposite Heathfield



Virginia Water, 5 miles



Windsor & Eton, 6 miles



Heathfield School
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Heathfield School
London Road
Ascot
Berkshire
SL5 8BQ United Kingdom

T: +44 (0) 1344 898306 E: hr@heathfieldschool.net W: heathfieldschool.net