



Heathfield School Ascot



**Application pack for position of
Visiting Teacher of Italian
for September 2022**

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 whom 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.

Sarah Wilson

Headmistress

THE POST

We seek to appoint a qualified, experienced and motivated modern linguist, teaching Italian to teach GCSE and contribute to the wider life of the school. The successful candidate should have a keen interest in the promotion of foreign languages and excellent organisational skills. The department has recently developed a new exchange trip with Paris for A-Level students and there is the opportunity to develop new and existing departmental visits. There are opportunities to get involved with raising the profile of the department through whole school activities such as Languages Day.

THE ROLE

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.

THE DEPARTMENT

French and Spanish are taught throughout the School. In Years 7-9 they are taught in form groups, sometimes split depending upon the size of the year. Setting is done at GCSE level where possible, and pupils have the opportunity to take French and Spanish at A Level. A number of additional languages are offered to pupils as payable extras including Russian, Chinese, Italian and German. These lessons are normally on a one-to-one basis. Pupils who are fluent in certain languages have the ability to take languages early. The current staffing consists of a Subject leader and one other full-time teacher, one part-time teacher. The department is well-stocked and has dedicated teaching rooms with full ICT support. The MFL department currently follows the AQA board at GCSE and Edexcel at A Level. Examination teaching would be part of the post for a suitably qualified teacher. This post offers the candidate the opportunity to join the permanent teaching at Heathfield School. Ideally, we would like the candidate to take up the post in September.

Responsibilities

The Peripatetic Teacher will report to the Subject Co-Ordinator of MFL and is responsible for:

- Representing the subject, in all its richness, to the students taught
- Engaging and motivating students to achieve levels that are beyond their expectations and previous limits
- Using her/his excellent subject knowledge, pedagogic and interpersonal skills to enable students to enjoy learning
- Planning lessons taking full account of students' individual learning needs, preferences and capabilities
- Encouraging and enabling all students to become effective, confident and independent life-long learners

Review

This job description is subject to annual review.

Main tasks

In accordance with the School's policies and under the direction of the Headmistress:

1. TEACHING

- Plan and prepare schemes of work and complete planning documentation
- Teach, taking full account of the students' individual educational needs
- Make records of and reports on the progress of students

2. ASSESSMENT, RECORDING AND REPORTING

- Assess, record and report on the development, progress and attainment of the students in her/his classes
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students

3. PUBLIC EXAMINATIONS

- Participate in arrangements for preparing students for public examinations, and assessing students for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for students' presentation for and supervision during such examinations

4. FURTHER TRAINING AND DEVELOPMENT

- Keep under review her/his methods of teaching and programmes of work

5. CURRICULUM DEVELOPMENT

- Advise and co-operate with the Deputy Head/Head of Faculty/Subject Leader and other colleagues on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment

6. DISCIPLINE, HEALTH AND SAFETY

- Maintain good order and discipline among students and safeguard their health and safety

7. COMMUNICATION

- Communicate and consult with the parents of her/his students, or others who have a legitimate interest in the students in her/his classes
- Communicate and co-operate with persons or bodies outside the School
- Participate in meetings arranged for any of the purposes described above

REQUIRED COMPETENCIES AND PERSON SPECIFICATION:

GENERAL QUALITIES

The post holder will be an excellent teacher, articulate and inspiring, confident, stable and supportive, highly able and innovative.

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

KNOWLEDGE AND UNDERSTANDING

The Peripatetic Teacher will know and understand:

- What constitutes excellence in teaching and learning

The teacher will have:

- Highly developed teaching skills
- Excellent subject knowledge
- A full understanding of the connections and progressions in her/his subject(s) and s/he will make good use of this understanding in her/his teaching to ensure that students make good progress.

PLANNING AND SETTING EXPECTATIONS

The Peripatetic Teacher will be able to:

- Demonstrate an excellent ability to plan.
- Prepare lessons and sequences of lessons with clear objectives to ensure successful learning by all students.
- Set consistently high expectations for students in their class- and homework.
- Plan her/his teaching to ensure it builds on the current and previous achievement of students.
- Think creatively and imaginatively to anticipate and solve problems and to identify opportunities

TEACHING AND MANAGING STUDENTS' LEARNING

The Peripatetic Teacher will be able to:

- Demonstrate an excellent ability to teach, manage students and maintain focus.
- Understand and use the most effective teaching methods to achieve the teaching objectives in hand.
- Use questioning and explanation skillfully to secure maximum progress.
- Quickly understand students' perceptions and misconceptions from their questions and responses.
- Provide positive and targeted support for students who have special educational needs, are very able, are from ethnic minorities, lack confidence, have behavioural difficulties or are disaffected.
- Maintain respect and discipline and be consistent and fair

ASSESSMENT AND EVALUATION

The Peripatetic Teacher will be able to:

- Demonstrate an excellent ability to assess and evaluate.
- Use assessment as part of her/his teaching to diagnose students' needs
- Use assessment to set realistic and challenging targets for improvement
- Use assessment to plan future teaching.

STUDENT ACHIEVEMENT

The Peripatetic Teacher will be able to:

- Demonstrate the ability to achieve excellent results and outcomes.
- As a result of her/his teaching:

- Students show consistent improvement in relation to prior and expected attainment
- Students are highly motivated, enthusiastic and respond positively to challenge and high expectations
- Students exhibit consistently high standards of discipline and behaviour.

RELATIONS WITH PARENTS AND THE WIDER COMMUNITY

The Peripatetic Teacher will be able to:

- Demonstrate a consistent record of parental involvement and satisfaction.

MANAGING OWN PERFORMANCE AND DEVELOPMENT

The Peripatetic Teacher will be able to:

- Keep up to date in her/his subject(s) and/or specialism(s).
- Improve her/his teaching through evaluating her/his own practice in relation to students' progress, school targets and inspection evidence.
- Achieve challenging professional goals.

ADDITIONAL REQUIREMENTS

Peripatetic teachers are self-employed and must submit invoices, timesheets and other related documentation to the Bursary in a timely manner for payment and audit purposes.

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 SLT or Headmistress.

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

TERMS OF SERVICE

Salary: £45 per hr

Hours: Currently Two hours per week

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 your Departments are 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 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 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 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 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 pupil’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 her 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 her 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 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 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 GCSE 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. 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 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. 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. 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 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 students.

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 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.

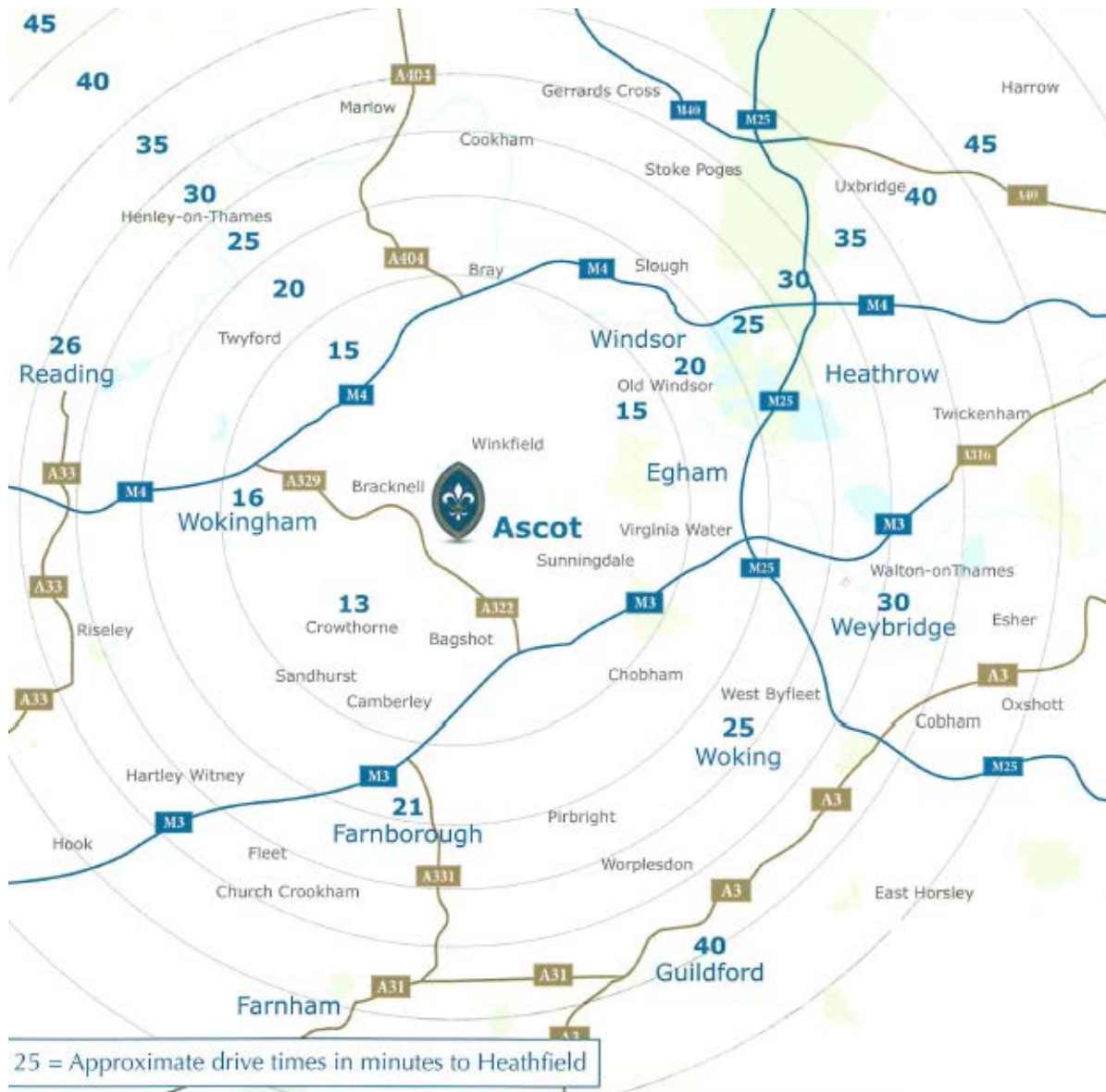
We welcome all staff becoming involved in all and any aspect of co-curricular provision, including

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: VISITING TEACHER OF ITALIAN

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 Visiting Teacher of Italian to the Headmistress, Sarah Wilson c/o hr@heathfieldschool.net

Closing date: 13 May 2022 (mid-day)

Interviews: Week commencing 16 May 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, 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

Heathfield School, London Road, Ascot, Berkshire, SL5 8BQ

t: 01344 898343 w: www.heathfieldschool.net

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