



# Heathfield School Ascot



Application pack for the position of  
Teacher of English (Full Time - Maternity Cover)  
Starting: February 2023





# 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 245 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 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 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.





# The role

## THE POST

Heathfield seeks to appoint a dynamic, enthusiastic and well-qualified teacher to join a strong English department. You should be willing to support and challenge the pupils to achieve their potential and work well as part of a team. You will be expected to teach the subject to all levels, including GCSE and A Level, and contribute to the wider life of the school.

This is a fixed-term post (Maternity Cover).

## THE DEPARTMENT

The English department consists of a Subject Leader, two full-time teachers and one part-time teacher. English is taught throughout the school and the subject is a popular choice at A Level. We currently follow the OCR board at A Level and AQA at GCSE, but are transitioning to CIE IGCSE English Language and Literature. Teachers are encouraged to motivate and inspire their students through a range of teaching approaches, including Shakespeare lessons in the school theatre and reading lessons in the library. We also take pupils on theatre trips to enhance their understanding of the texts we are studying.

## INDUCTION AND APPRAISAL

The successful candidate will receive a full induction programme and take part in our professional review (appraisal) process.

## REVIEW

This job description is subject to annual review.

## 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.

## GENERAL EXPECTATIONS / RESPONSIBILITIES OF TEACHERS AT HEATHFIELD SCHOOL

- ◇ To teach 42 periods per fortnight out of 60 periods (70% contact time), co-operate in the teaching of their subject as organised by the Subject Leader, and to attend regular Departmental meetings
- ◇ To co-operate in the preparation and marking of examinations, report writing and other assessment and record keeping procedures
- ◇ To cover for absent colleagues and to set work for them in an emergency

- ◇ To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a tutor group
- ◇ To attend parents' evenings, staff meetings, and inset days, including those which take place before and after the school day and before the beginning of term, together with attendance at morning Chapel and Assembly and major school functions.
- ◇ To contribute to the extra-curricular life of the school and carry out boarding duties during evenings and weekends (approximately twice per term).

## PERSON SPECIFICATION FOR TEACHER OF ENGLISH

The Heathfield teacher embodies, radiates and transmits the unique Heathfield ethos of excellence, tradition, innovation and creativity. Through their 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.

We are looking for:

- ◇ A dynamic, enthusiastic, well-qualified teacher, with a degree and postgraduate teaching qualification
- ◇ Relevant teaching experience in an 11-18 school
- ◇ A willingness to contribute to the co-curricular provision offered by the department
- ◇ The ability to inspire high levels of student performance and a commitment to high standards, ensuring the best possible outcomes for the students in the school



# Application Process

APPLICATION FOR POSITION: Teacher of English (Full Time – Maternity Cover)

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

To apply for the position, please send a completed application form and covering letter setting out how your experience makes you suitable for the role advertised to the Headmistress, Ms Sarah Wilson c/o [hr@heathfieldschool.net](mailto:hr@heathfieldschool.net)

Closing date: Monday 10<sup>h</sup> October 2022 (10am )

Interviews: Wednesday 12<sup>th</sup> October 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 teaching 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.

# Benefits

## THE SCHOOL'S SALARY AND BENEFITS PACKAGE INCLUDES:

**SALARY:** Competitive Salary Offered, your salary will be based on your skills and experience. Details of this will be discussed with the successful candidate.

## LENGTH OF CONTRACT:

Fixed Term (Maternity Cover).

**HOURS:** Full-time teaching timetable

## 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.

## PENSION SCHEME:

Eligible staff are automatically enrolled into the School's 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 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.





# 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 lead 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.



# 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 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.







# Pastoral & Boarding

[“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. 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.

Happiness and wellbeing is key and 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 both students and staff and is the spiritual centre of the school community regardless of faith or belief.

[“Pupils are happy, articulate and confident.” ISI 2018](#)

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.



# 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.

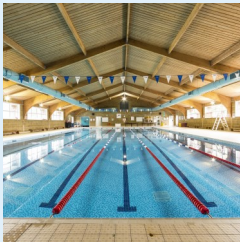
Heathfield has extensive grounds with five lacrosse pitches, tennis courts, netball courts, a purpose-built Sports Centre with a fitness suite, dance studio, spin studio and a 25m indoor swimming pool. We also have 6 acres of woodland, which is used as a fitness trail, recreation and staff dog walks.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



# 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.



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



Lavender Park Golf Course, opposite Heathfield



Virginia Water, 5 miles



Windsor & Eton, 6 miles



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