



Heathfield School
Ascot



**Application pack for the position of
SUMMER COURSES DIRECTOR
February/March 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 a small 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 individuals. We want to empower them to think independently and stand up for what they believe in. We encourage students 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, based on our core values and ethos.

Academically, we aim to engender intellectual curiosity and self-discipline, which leads our students to success in so many areas. Our girls go on to the top 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 we will get to know every girl and build strong partnerships with parents, creating our own 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 our community. High value is placed on professional development and we will do our very best to support and encourage you, enabling us 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 to work with us.

I look forward to meeting you soon.

Sarah Wilson
Headmistress

The role

OVERVIEW

Heathfield has been running its own highly successful Summer Courses for over 40 years. This includes a British Council accredited English Language Summer School for international students, and an activities Summer Camp for day girls and boarders. The programmes run over a period of four weeks during the Summer Holiday.

Following the retirement of the previous post-holder, Heathfield is looking to appoint a Summer Courses Director to run the summer programmes at Heathfield. The Summer Courses Director will be a strong leader with a background in education and business, and will be responsible for the safe and effective setting up and running of the courses. This is a year-round position that includes operating all aspects of the programme, including academic study, and an extensive activities programme, as well as recruiting staff and acting as Centre Director during the weeks of operation.

KEY RESPONSIBILITIES AND DUTIES

OPERATIONS AND RECRUITMENT

- Lead and manage all operational aspects of the Summer Courses' business
- Annually review the Summer Courses' recruitment needs and develop appropriate recruitment strategies to meet them
- Work with the School's HR department, to recruit, appoint and manage the Academic, Pastoral and Activity managers, ensuring they have the appropriate skills and relevant experience to oversee delivery of the Summer Courses to the high standard expected

ACADEMIC

- Manage an accredited 'English as a Foreign Language' programme for students aged 8-17 years old for all abilities
- Manage teachers competently, confidently and professionally, monitoring their performance and providing support, guidance and training where necessary in order to ensure that the Teaching and Learning element of the course is of the highest quality
- Ensure that a positive learning environment is cultivated, in which every single student can learn and enjoy making progress in the English language

ACTIVITIES

- Manage a high-quality activities programme, where students encounter a wide range of experiences that challenge and empower them, leaving them with lasting memories

ACTIVITIES CONTINUED

- Develop an activities programme that is diverse and enriching to include, amongst other things, sports, drama, arts and cultural excursions

SAFEGUARDING AND WELFARE

- Undertake the role of Designated Safeguarding Lead during the Summer Courses operation
- Ensure that Heathfield's Health & Safety and Child Protection policies are implemented by all staff
- Manage an outstanding, robust and fully effective care, welfare and medical service that not only meets the students' needs, but also surpasses the expectations of parents / carers
- Ensure appropriate staff training is in place for each activity

Safeguarding and promoting the welfare of children is everyone's responsibility. As with all Heathfield staff members, you will, therefore, be responsible for providing a safe environment in which children can learn.

HEALTH AND SAFETY

- Take overall responsibility for the Health & Safety of staff and children during the Summer Courses operation
- Working closely with the School Bursar to ensure there are clear and robust Health & Safety policies and procedures in place that ensure staff and students feel safe
- Ensure that Health & Safety policies, including fire procedures, are followed by staff at all times
- Ensure staff have appropriate Health & Safety Training, including refresher training
- Line-manage and work closely with the resident Nurse to ensure correct and robust medical policies and procedures are in place
- Ensure accurate medical, accident and fire practice records are kept up to date

COMMUNICATION

- Establish clear, efficient, and effective channels of communication between the School, parents, carers and agents
- Provide regular updates to parents on the progress of the courses and activities throughout the programme
- Be the primary point of contact for parents, carers and agents in any challenging situations that may arise

ADMINISTRATION

- Ensure there are clear and robust administrative systems and procedures in place
- Ensure any administrative aspects of the Summer Courses adhere to Heathfield policies and that all Data Protection laws and policies are adhered to
- Maintain full year-round communications with all enquiries and bookings
- Answer promptly, personally and effectively to enquiries to ensure Heathfield's exceptional enquiry to booking rate of over 80% is met

STUDENT MANAGEMENT

- Establish a clear and sensible code of conduct for students
- Ensure student management is clear, fair and consistent at all times
- Ensure that student management inspires an inclusive atmosphere in which students feel safe and confident
- Manage discretely any major disputes, complaints and behavioural issues relating to students
- Ensure a professional and well organised transfer service is in place, including clear policies and procedures for arrivals and departures of overseas and UK students, ensuring every student is met on time of arrival and checked in timely for departure

STAFF MANAGEMENT

- Establish a clear and sensible code of conduct for staff
- Create a strong sense of 'team' amongst the staff and develop a positive, happy and purposeful working environment
- Line-manage the Summer Courses' Registrar
- Manage all staff competently, effectively and with a non-confrontational approach; training, supporting and empowering them to contribute fully to the programme and deliver an amazing Summer Courses' experience to all attending students
- Organise staff rotas, assigning working time / time off according to the needs of the course, respecting established shift times for each role and ensuring staff members work within their contracted hours
- Manage all staffing issues and disputes

STAKEHOLDER LIAISON

- Work collaboratively and establish clear lines of communication with key departments at the School including: IT, Catering, Transport, Housekeeping, HR, Bursary, Facilities and Grounds
- Liaise with the School's IT department to oversee and enhance the online Summer School Registration System and investigate and implement appropriate new technologies to improve the efficiency and effectiveness of IT systems connected with the Summer Course business, operational and organisational activities
- Provide relevant departments with all key information needed to support the Summer Courses' Programme

FINANCIAL MANAGEMENT

- Agree and meet Summer Course financial targets and to take accountability for the achievement of the Summer Courses' financial outcomes
- Review and recommend annual course fees
- Prepare annual budgets (linked to medium term strategic plan) and monitor performance against that budget
- Establish internal spending budgets and take responsibility for monitoring expenditure to minimize variances from the budget and achieve the targeted financial outcome
- Take appropriate action to ensure variances are addressed without damaging the delivery of the Summer Course programmes
- Ensure there are clear policies, procedures, and protocols in place for handling cash, and that these are adhered to, liaising with the School Bursar
- Prepare detailed financial reports and work with the School Bursar to review all aspects of the income and expenditure for the Summer Courses

BUSINESS AND MARKETING

- Create a medium-term business plan to ensure the sustainability, growth and development of the School's Summer Courses brand and business
- Identify and explore potential for expansion and new business opportunities for the Summer Courses
- Deliver a focussed and appropriate marketing strategy, working collaboratively with the School's Director of Marketing & Admissions
- Represent the Summer Courses and School on targeted marketing trips, international exhibitions and Alumni events, if required
- Design and enact promotional strategy for the Summer Courses, including update of the website, commissioning promotional materials and online advertising campaigns, working collaboratively with the School's Director of Marketing & Admissions
- Cultivate and nurture overseas agents and develop new international commercial partnerships to increase the presence and visibility of the Summer School and Heathfield main School

OTHER DUTIES

- Ensure all legal, statutory and Health & Safety requirements are met connected with the Summer Course activity in order to maintain a fully compliant and reputable business model
- Ensure all British Council accreditation requirements are met or exceeded to confirm Heathfield Summer School as a leading brand
- Undertake other duties of an appropriate level and nature as and when requested by the Headmistress or her designated representative



The Person

We aim to give students an educational, culturally enriching and memorable summer experience in a safe and supervised setting. We are looking to employ professional staff who will accept this responsibility and have the necessary wide-ranging skills, experience, and commitment to help us achieve this goal.

- Hard-working, reliable, committed, organised and flexible with the ability to work efficiently and professionally in an intense, busy and fast-paced environment
- Excellent PR, communication, interpersonal and customer-service skills, including the ability to work calmly and effectively whilst under pressure
- Excellent IT skills and the ability to work with high levels of accuracy
- Thorough understanding of budgeting, financial and resource planning
- Proven managerial skills, including the ability to lead large groups of students and staff positively, consistently, fairly and confidently, taking into account individual needs
- Strong numeracy and literacy skills.
- Degree, Cambridge DELTA, PGCE/PGDE or equivalent in English/ESL/MFL, or other appropriate qualification
- Experience of working in a language / summer school/ educational / residential context

Terms of Service

TERMS OF SERVICE

Full-time role

Immediate line-manager: Headmistress

ANNUAL BASE SALARY

Competitive

MEALS AND REFRESHMENTS

Complimentary refreshments and meals provided in school during summer courses 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

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, spin bike and yoga classes (all at small charge), free 24/7 onsite medical care by qualified nurses and access to a counsellor

Application Process

SUMMER COURSES DIRECTOR

To apply, send the following for the attention of Ms Sarah Wilson, c/o Human Resources, Heathfield School, London Road, Ascot SL5 8BQ or email recruitment@heathfieldschool.net

- ◇ Letter of application detailing why you would like to work at Heathfield School, what the role could offer you, and how your expertise might benefit pupils and the school
- ◇ Full Curriculum Vitae
- ◇ A completed application form, found on our website <https://www.heathfieldschool.net/about-us/job-vacancies/>

CLOSING DATE: 17:00 Tuesday 31 January 2023

INTERVIEWS: w/c Monday 6 February 2023

Applicants must have the right to work in the UK . It will be the applicant's responsibility to check their eligibility and apply for the relevant work visa.

Heathfield School reserves the right to check the accuracy of statements made as part of an application process. Those applying are deemed to have given consent to such checks being made.

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 encouraged.

References will be taken at short-listing unless a request has been made to the contrary.

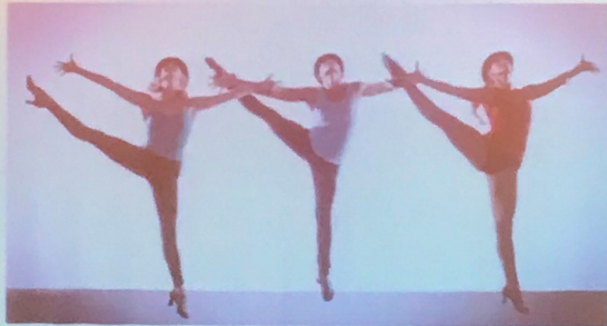
Heathfield School welcomes applications from all sectors of the community.

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.

Jazz Dance





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 145 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 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 them 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 child is happy and confident, therefore enabling them 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.

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 2022, 71% of students achieved A*-B grades at A Level in 24 subjects including Economics, English Literatures, French, Geography, Latin, Further Maths, Photography, Physics and Politics. 100% of students were awarded an A* or A in English Literature, Latin, Further Maths, Physics and Photography.

At GCSE there was another successful year of results. Across the board, 60% of grades received by our students were in the top 9-7/A*-A category. Science subjects continued to impress, with a 100% 9 - 7 in Biology, Chemistry and Physics as well as in Art & Design, History, Latin and Music. 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 trips 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. A new Sixth Form Centre opened in September 2022 and the School has future plans to increase and improve staff housing and classroom and boarding accommodation.

The school employs approximately 120 staff, of whom around 40% are teaching staff. A further 30 are engaged as contractors in catering and peripatetic teaching.

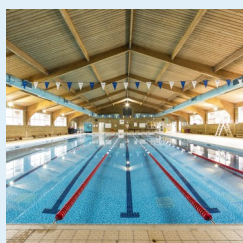
Heathfield has extensive grounds with five lacrosse pitches, tennis courts, netball courts, a purpose-built Sports Centre with a fitness suite, dance studio, spin studio and a 25m indoor swimming pool. We also have 6 acres of woodland, which is used as a fitness trail, recreation and area for residential staff to walk with their pets. 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 use technology within their lessons.

Staff have their own common room, with refreshment making facilities, and a study with computer access.

Onsite catering is excellent and offers freshly prepared food daily. 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, GSA, ISBA and AGBIS.





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

Location

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.

