



# Heathfield School Ascot



**Application Pack  
Exam Invigilator  
On-going**



## Welcome from our Headmistress

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 individuals. 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. They go on 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 Heathfield is that you will get to know every individual 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 pupils 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 Beatrice Wyatt founded Heathfield in 1899 to enable girls to 'see the sky'. Today, we continue to challenge our students 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 professionals to work with us.

I look forward to meeting you.

**Sarah Rollings**  
Headmistress





# About Heathfield School

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 230+ pupils, the majority boarders. We are 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 full ISI Education Quality Inspection, the school was graded “Excellent” in all areas assessed.

The school motto, “The Merit of One is the Honour of All”, encapsulates all that we do at Heathfield. We are 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 students is central to making sure that every pupil is happy, confident and therefore able to reach their academic, social and emotional potential.

The school offers an excellent all-round education that caters for pupils of all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the school is to bring out the best in each pupil, according to their abilities and talents. Pupils work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.





## Academic Life

The size of Heathfield ensures every pupil is known as an individual, and this enables our dedicated and talented teaching team to engage and motivate every pupil. Small class sizes and individual teaching boosts pupils' achievement and they also benefit from a 4:1 teacher / pupil ratio. Personalised learning plans and performance monitoring help both staff and pupils to analyse progress.

Academic life of a school is not just the learning that takes place in a classroom, but the breadth and depth of activities both in and out of the classroom. Heathfield has always enjoyed an excellent reputation in the creative arts and the school also runs a diverse and thriving Co-curricular and Weekend programme.

We are an academically ambitious and rigorous school where we prepare our pupils for careers which have not yet been discovered. Therefore, it is vital that our curriculum is skill based as well as ensuring that every pupil has the relevant academic qualifications to progress onwards to their future goals.

Our 2023 A Level students have displayed exceptional tenacity, resilience and adaptability having missed out on taking practical GCSE examinations. One third of grades awarded were A\* to A, and nearly 80% gained A\* to B. Students go on to attend top Russell Group universities, leading Arts and Drama colleges and other overseas destinations.

In our GCSE examinations students enjoyed success across a broad range of subjects, with over 26% of all grades awarded at 9 or 8. On average, students scored nearly one grade higher in every subject when compared to their standardised Value Added Scores.





# Pastoral and Boarding

The pastoral care at Heathfield is second to none, the wellbeing of students is incredibly important to us. We seek to provide every pupil with support and encouragement that will enable them to get the very best from their time at Heathfield. In an increasingly fast-paced world, we ensure individual support to develop positive strategies to take care of themselves throughout life's inevitable challenges.

Students board in Houses in the main School building in their Year groups whilst 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, along with Tutors.

Life beyond the classroom is as important as in the classroom and Heathfield offers a wide and diverse Co-curricular and Weekend programme that aims to foster commitment, confidence, empathy, resilience and teamwork. The programme is designed to stimulate the students and to give them the opportunity to try new things and discover abilities or passions previously unexplored, while building the independence and self belief needed for their future.

The Heathfield 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.



# Working at Heathfield School

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. 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 Director 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 and Department

The Awarding Bodies issue detailed guidance for the conduct of their examinations, supplemented by internal arrangements, relating to venue, etc.. As invigilators are responsible for the conduct of the examinations, they have to be highly responsible, extremely meticulous and methodical. They must remain calm before and during the examination, so that the candidates feel supported at a time which is clearly stressful for them. Sensitivity to the needs of all candidates, but most particularly to those who may be particularly nervous is crucial.

## The Department

The Examinations Department is responsible for all the arrangements pertaining to external and internal examinations, it is managed by the Examinations Officer. Candidates sit examinations for the AQA, Cambridge, NCFE, OCR, Pearson/Edexcel and WJEC Awarding Bodies. Examinations take place between November-January and May-July.

# Job Purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Heathfield School regulations and instructions.

To have a key role in upholding the integrity and security of the examination/assessment process.;

## Before exams

Report to and be briefed by the Examinations Officer prior to each exam session.

Keep confidential exam question papers and materials secure before, during and after exams and ensure exam rooms are set up according to the requirements.

Admit candidates into exam rooms under formal exam conditions.

Identify candidates and seat candidates according to the required arrangements.

Distribute the correct question papers and exam materials to candidates and instruct candidates in the conduct of their exams, deal with questions.

## During exams

Supervise and observe candidates at all times and be vigilant throughout exams and keep disruption in exam rooms to a minimum.

Deal with emergencies or irregularities effectively and record/report any incidents, disruption or irregularities.

Complete attendance registers and deal with candidate questions according to the regulations.

## After exams

Instruct candidates in finishing their exams and collect exam scripts and exam materials and dismiss candidates from the exam room.

Check candidates' names on scripts, match details on the attendance register and securely return all exam scripts and exam materials to the Examinations Officer

Undertake training, update and review sessions as required and undertake, where required and where able, other duties requested by the exams officer.



# Person Specification

Excellent attention to detail.

An ability to remain calm under pressure.

Tact, diplomacy and sensitivity.

Be reliable, flexible and readily available during the main exam periods.

Be a confident and reassuring presence to candidates in the exam room.

Have effective communication skills and good interpersonal skills.

Work well as part of a team.

Excellent time management skills.

An ability to work on your own initiative.



# TERMS

## **Salary and Hours**

This is a self-employed role to be billed at a rate of £13.13 per hour.

To be discussed and arranged based on the requirements of the Examinations Department.

## **Welfare Initiatives**

Employees have access to school facilities and benefit from free onsite parking. Currently the School has 24/7 onsite medical care which staff can benefit from including the services of a Counsellor.

## **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.

## **Health and Safety**

All staff at Heathfield are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' health and safety.

## **Equality and Diversity**

Staff are expected to promote equality of opportunity for all pupils and colleagues, both current and prospective , and 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 have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and 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.

# Application Process

Letters of application, completed application forms and CVs should be submitted for the attention of Mrs Sarah Rollings, Headmistress. For those wishing to see a full Job Description, please email [recruitment@heathfieldschool.net](mailto:recruitment@heathfieldschool.net).

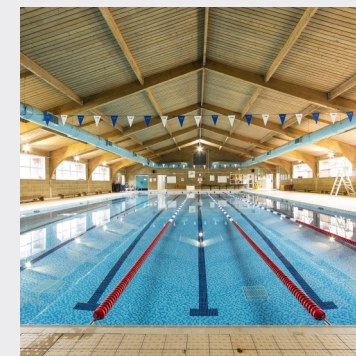
Closing date for applications: **On-going**

Interviews: **On-going**

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 will be valued against the selection criteria. We reserve the right to call suitably qualified candidates to interview and appoint before the closing date. Early applications are therefore encouraged. Heathfield School welcomes applications from all sectors of the community.

## DISCLOSURE AND BARRING SERVICE (DBS):

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 Enhanced Disclosure and Barring Service check. 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. The theatre and assembly hall were completed in 2009 and our state-of-the-art STEM (Science Technology Engineering and Mathematics) building was completed in the summer of 2015. We have recently open our new Cadogan Sixth Form Centre and have future plans to increase and improve staff housing and classroom and 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 six acres of woodland, which is used as a fitness trail and recreational walks for students and staff. Heathfield also has its own tuck shop.

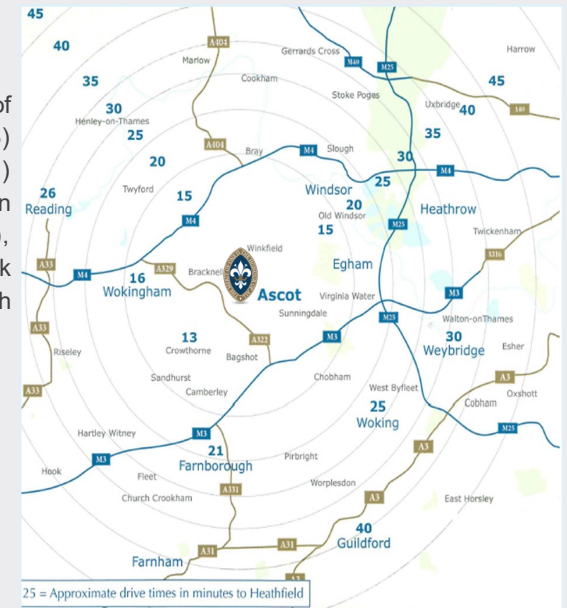
The school is fully equipped with all necessary IT. There are two specialist ICT rooms and a multi-media digital recording studio. All pupils bring a laptop to school.

Staff have their own common room, with refreshment making facilities and a dedicated staff study with computers. Catering is excellent and freshly prepared on site each day.

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 (both UK and abroad) and clubs and activities, existing or new. Heathfield is a member school of the BSA, GSA, ISBA and AGBIS.



Heathfield is situated 31 miles west of London, five miles from the M3 (J3) and seven 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.





# Heathfield School

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