



Heathfield School
Ascot

Appointment of
**Resident French
Language Assistant**

September 2024

Welcome to Heathfield

Heathfield is a warm and welcoming school, an inclusive community which puts its students at its heart. As an intentionally smaller school, we can genuinely focus on individuals, supporting and inspiring them to strive and achieve. Everyone is known and important here, and the school celebrates the achievements of every girl. Eleanor Beatrice Wyatt founded Heathfield in 1899, to enable girls to 'see the sky'. This remains our mission today, amidst the different challenges of the Twenty-First Century.

In our 125th Anniversary year, history and tradition remain important to us. However, Heathfield is a forward-thinking school. We continue to evolve, striving to provide an education that is both truly outstanding and overwhelmingly relevant. I have a clear, creative, and ambitious vision for the school and am looking to continue to build an outstanding team that shares this commitment.

The greatest asset of any school is its staff. We are building a team of extraordinary people, a community united in its mission to do the very best for every pupil. Our personalised and individual approach is central to making sure that every girl is happy, confident and ambitious. This is what enables them to reach their academic, social and emotional potential.

Academic achievement is central to our purpose. We are looking for a dedicated and able colleague to join the team. Heathfield is a dynamic environment in which capable and caring people do innovative things that make a real impact. If that is you, I would welcome your application, and I look forward to meeting you.

Sarah Rollings
Headmistress





Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 250 pupils, aged 11–18, approximately 60% of whom are boarders. Recent developments in the boarding model have created a modern, integrated community of full and weekly boarders, alongside day girls. The result is a warm, inclusive and friendly community, where all can flourish.

The School occupies an attractive, 36-acre, site on the edge of Ascot. Extensive outdoor spaces and woodland provide an inspiring, rural environment, though only half an hour from Heathrow airport and on a direct train line to Central London.

Resources for learning are excellent, and constantly evolving. A modern theatre was completed in 2009, followed by a STEM Centre in 2015. Most recently, the new, multi-million pound Cadogan Sixth Form Centre has provided dedicated learning accommodation for A Level students, alongside the most modern of social spaces.

Technology is embedded within the academic life of the school, including through a multi-media recording studio.

There are extensive facilities for sport and exercise. In addition to playing fields, there is a Sports Centre including a modern fitness gym, dance and spin studios alongside a 25m indoor pool. Wellbeing has a high profile in the life of the community.

There is an extensive programme of co-curricular activities, in which all girls are encouraged to take part. This includes a vibrant and varied programme of weekend activities in which both boarders and day girls participate.

Academic Life of the School

Heathfield provides a warm and nurturing academic environment, in which girls of all ages and abilities can flourish and achieve. This ambition is consistently reflected in exam results, which exceed expectations. Value Added scores are outstanding, and the School has a clear aspiration that all pupils should significantly surpass the predictions of their CEM Yellis baseline tests.

Exam results are excellent. In the summer of 2023, 30% of A Level entries were graded A*/A and 80% A*-B. At GCSE, 26% of all grades were 8 or 9.

Classes are small, with an average pupil to teacher ratio of 5:1. This enables teachers to know the girls well, and to support learning on an individual basis. Personalised learning plans, combined with regular monitoring and reporting, establish an environment where all can succeed. The School's innovative positive psychology-based 'Flourishing' programme, timetabled within the curriculum for all pupils, supports wider personal achievement.

Most girls take 9 or 10 GCSE subjects, from a wide range on offer. There are currently 23 subjects available at A Level, ensuring small sets and individual attention. Most girls take 3 A Levels, though some take a 4th and others include a vocational qualification. The School seeks to find the optimal individual programme for each pupil.

Beyond exams, all students study an additional Sixth Form pathway, selecting EPQ, Maths for Scientists or Massive Online Open Courses. All engage in leadership training and choose from a range of academic enrichment sessions through the bespoke Horizons programme.







Teaching at Heathfield

Heathfield provides an environment which encourages teachers to strive, thrive and innovate. They are expected to be aware of developments in their subject and be prepared to reflect and adapt their approaches in a constant search for marginal gains. Teaching and learning strategies are evidence-based. This is supported by @HeathfieldLearn, a teaching and learning bulletin issued half termly, which has a focus on the application of research findings to classroom practice.

The School aspires to develop this approach further, and all academic staff will be expected to take a lead in promoting interest in, and commitment to, contemporary pedagogy, working with colleagues in the Academic team. The scale of the school, together with its atmosphere of creative approach, enables transformative impacts to be quickly achievable.

A culture of curiosity is promoted, which encourages pupils to question and explore the world around them. They are taught to critically reflect on their learning, understand principles of scientific enquiry, and engage in research. All year groups receive dedicated lessons aimed at enabling them to acquire habits and strategies for lifelong happiness, wellbeing, and success.

Teachers are expected to be committed to their own professional development. They are given the opportunity to participate in a middle leaders' programme, which provides participants with the skills and awareness to lead whole-school initiatives.

Heathfield School has its own salary scale, based on qualifications and experience. Additional benefits include a contributory pension scheme, Personal Accident Insurance, Employee Assist Programme, and meals during term time. Daughters of teaching staff who attend Heathfield do so at significant discounts.

The Role of the Resident French Language Assistant

This vacancy arises as the current post holder is moving on to take up a new position in another school, following the fixed term contract this role offers.

It is an exciting time to join Heathfield in a MFL and Boarding departments. Alongside the Teacher in Charge of MFL and the Assistant Head (Pastoral and Boarding), the successful candidate will be a key member of the departments.

The successful candidate will have passion, drive and enthusiasm for working and nurturing students. An individual who works collaboratively, whilst being self-motivated and reliant. They will be assisting students with their speaking skills, to assist the MFL department with administrative tasks and provide residential boarding duties. When on duty you will be entitled to free meals. You will be expected to run a language club and there may be occasions when your assistance is required at oral examinations.

The School covers a wide ability student range, and you will work with all year groups. The pupils learn both French and Spanish and must continue to take one language in Years 10 and 11 (Forms IV and V) up to GCSE level, with some continuing with two. There are small A level groups in French and Spanish in the Sixth Form (years 12 and 13).



Key Responsibilities

Language Department Duties

- Prepare and carry out conversation lessons with KS3, Year 8,9,10, 11, Lower 6th & Upper 6th and to assist the teacher in mixed ability classes.
- Support the department and the students and report back regularly on the progress of individuals.
- Support A-level students by covering topics and grammar points they are learning in class, with primary focus on conversation and preparation for the AS and A2 oral examinations.
- Support all pupils in learning the French language, both written and verbal.
- Attend weekly meetings with the Language Coordinator, and or the language teachers allowing time for lesson preparation.
- Research for individual students supporting their topic work for oral exam.
- Help with exams and exam procedures, especially public exams.

Residential Duties

- Supervise study.
- Assist with administrative tasks in the year area.
- Run an activity with the girls, in line with the co-curricular programme.
- Ensuring the Year group area is tidy.
- Help supervise the Year group area and be a presence to support colleagues and students with queries.
- Assist with the evening routine, including snacks, electronics and bedtime.
- Where required, assist with offsite trips, such as, ice-skating, cinema, shopping.

Other Duties

- On occasion, you may be required to accompany a student to a medical or dental appointment. This could be at any time when you are on duty.
- Assistants must return to school the evening prior to any Staff Focus Days, at the start of each term, to participate in Residential Meetings.
- School finishes at 12pm each term. Assistants are expected to assist residential staff to tidy and clear Year areas as directed.
- All successful candidates are required to attend an Induction Day for all new staff.
- Any other duties as requested by French department and or Boarding lead.



Person Specification

The School welcomes applications from aspirational, enthusiastic and committed educational practitioners who are seeking to further their careers and who believe that they can make a positive impact on young lives.

- Qualified to degree level is desirable.
- Experience of working with young people (including work in the voluntary sector) is desirable.
- Right to work in the UK.
- Ability to work independently and collaboratively with a flexible approach and ability to develop good relationships.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Communicate effectively, both verbally and written.
- Strong ICT skills.

Terms

Salary

Competitive.

Pension

Eligible staff will be automatically enrolled onto the contributory pension scheme.

Meals and Refreshments

We provide nutritious meals in the Dining Hall during term time and refreshments are available throughout the day, both are free of charge.

Personal Accident Insurance Scheme

The School currently participates in a Personal Accident Insurance Scheme.

Fee remission

The School currently offers a discount on fees should their daughter(s) attend the School.

Parking

Free parking is available on site.

Welfare

Welfare initiatives available to staff include free use of the School's swimming pool and gym, access to discounted massage and reflexology sessions, spin bike and yoga classes. The School has free 24/7 onsite medical care with the addition of access to a counsellor.

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 staff are responsible for promoting these values when opportunities arise.

Application Process

Applications should be submitted on the school's forms, which can be accessed by [clicking here](#). The completed form should be accompanied by a letter of application (not more than 1000 words) to Sarah Rollings, Headmistress. Applications should be submitted by email to recruitment@heathfieldschool.net.

Closing date for applications: Ongoing awaiting appropriate candidate

Interviews: w/c TBC following candidate application

Applications will be acknowledged and will be evaluated against the selection criteria. We reserve the right to call suitably qualified candidates to interview before the closing date. Early applications are therefore encouraged. Heathfield School welcomes applications from all sectors of the community. Right to Work in the UK is essential.

Safeguarding and Child Protection

Heathfield is committed to safeguarding and promoting the welfare of children and young people and all 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. The school 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.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.

GIRLS
FIRST



Heathfield School
Ascot

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