



Heathfield School Ascot

Appointment of Resident Spanish Language Assistant

Fixed Term
Sept 25 to May 2026
(consideration can be given to a 2 year
contract)

Welcome to Heathfield

Thank you for your interest in Heathfield. After 125 years of nurturing young women to 'see the sky,' we have secured an exciting future through our decision to join the Mill Hill Education Group. This strategic partnership will preserve Heathfield's cherished historic identity while opening new horizons for our school community.

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. 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.

Our academic results show exceptional value-added scores, and our co-curricular achievements continue to punch well above our weight. Most importantly, we have maintained our defining characteristic - being a close-knit community where every girl is known, valued, and empowered to discover her unique talents.

The Spanish Department has the highest of standards, recently earning the strongest GCSE results in the School with a Value-Added score averaging in excess of 3 grades for every single student. If you are a candidate who can add value to Heathfield, who is seeking to inspire and collaborate as part of a committed team, we would be delighted to hear from you.

All the very best,

Jonathan Williams, Headmaster





Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 200 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 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.

The Department

Alongside the Subject Coordinator MFL and the Assistant Head (Pastoral and Boarding), the successful candidate will be a key member of the departments. Together, with all the boarding staff, the Resident Spanish Language Assistant must strive to provide excellent boarding, pastoral care and guidance, and act as in loco parentis, for all students in the House. Along with the boarding team, they will ensure the atmosphere in the boarding area is warm and secure and that they provide the necessary structure for the students to function successfully in the boarding community.

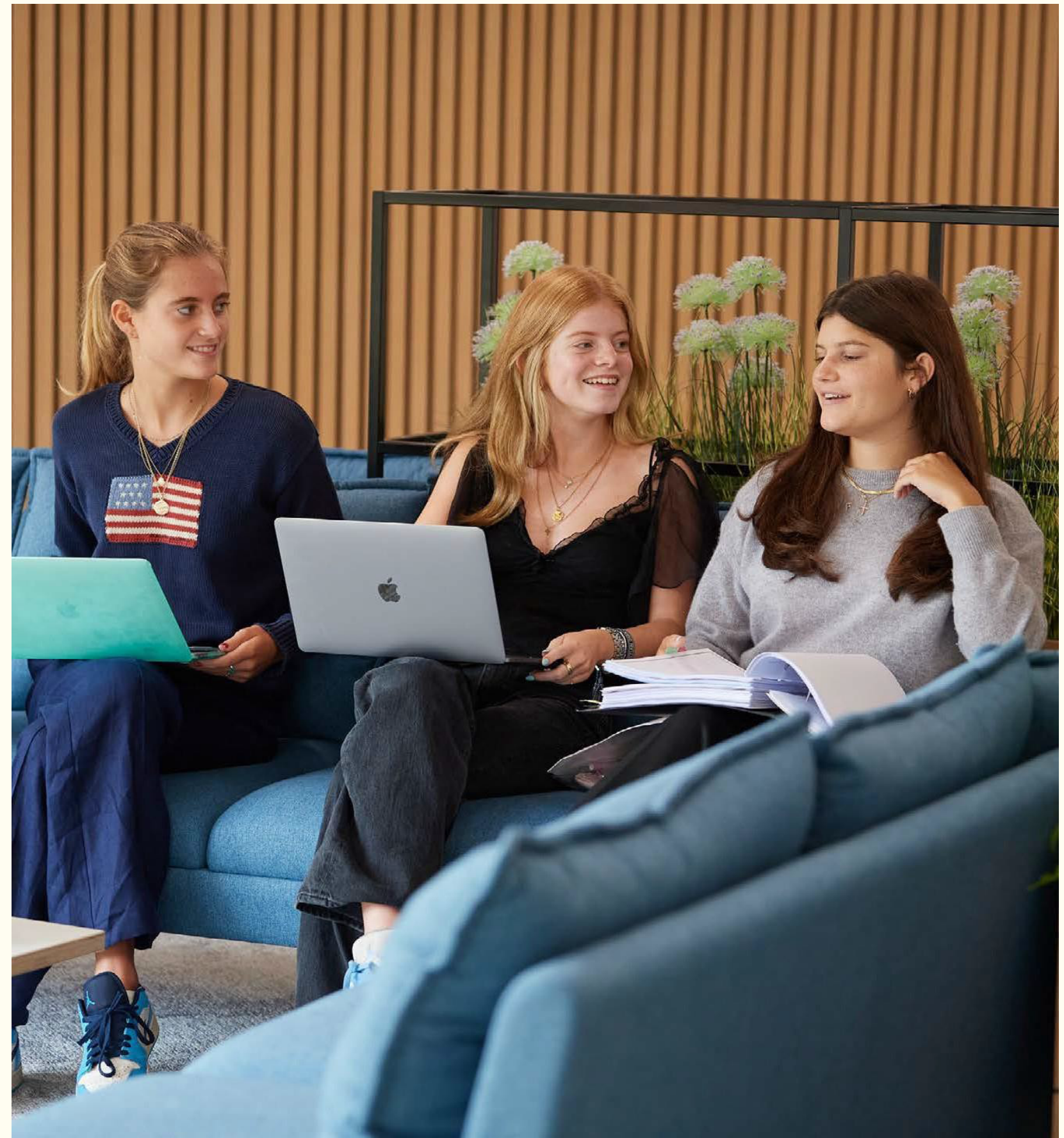
The Role

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. 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 students learn both French and Spanish and normally 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).

Line Managers

Subject Coordinator MFL and Assistant Head (Pastoral and Boarding)





Key Responsibilities

Language Department Duties

- Prepare and carry out conversation lessons with students in 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 Spanish, both written and verbal.
- Attend weekly meetings with the MFL Coordinator, and or the language teachers, allowing time for lesson preparation.
- Research for individual students supporting their topic work for oral exam and help with exams and exam procedures, especially public exams.

Residential Duties

- Supervise study and 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 and 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

- Occasionally, accompany a student to a medical or dental appointment. This could be at any time when you are on duty.
- 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 the Spanish Department and or Boarding Lead.



Person Specification

Essential

- Fluency in Spanish, both written and verbal.
- Right to work in the UK.
- Able to live on site during term time.
- Communicate effectively, both verbally and written.
- 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.
- Ability to work independently and collaboratively with a flexible approach and ability to develop good relationships.
- Strong ICT skills.

Desirable

- Qualified to degree level is desirable but not required.
- Experience of working with young people (including work in the voluntary sector) is beneficial.

Terms

Salary and Hours

Competitive.
Term time only (34 weeks per year).
16 hours working in the MFL Department (Spanish) per week, plus boarding duties of on average two evenings per week, and every other weekend. A total of 37.5 hours per week on average.

Pension

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

Meals, Refreshments and Parking

We provide a nutritious lunch in the Dining Hall during term time and refreshments are available throughout the day, both are free of charge. Free parking is available on-site.

Personal Accident Insurance Scheme

The School currently participates in a Personal Accident Insurance Scheme.

Welfare and Other Benefits

Welfare initiatives available include the use of the School’s swimming pool and gym (at set times), access to discounted massage and reflexology sessions and yoga classes. The School has medical care with the addition of access to a counsellor. Staff also have access to the Employee Assistance Programme which provides caring and compassionate advice and support on professional and personal matters. We also offer the cycle-to-work scheme.

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 and submitted by email to recruitment@heathfieldschool.net.

Closing date for applications: Noon, Friday 19 September 2025

Interviews: TBC following 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 and is checked prior to, or at, interview stage.

Safeguarding and Child Protection

Heathfield School is committed to safeguarding and promoting the welfare of children. 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 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.



Heathfield School Ascot

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