



Heathfield School  
Ascot



**Vacancy Application Pack**  
**French Language Assistant (Part-time)**  
**September 2023**



## 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 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 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 people to work with us.

I look forward to meeting you.

**Sarah Wilson**  
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 240+ 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 ISI Inspection in February 2018, 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 individually and enables our dedicated and talented teaching team to engage and motivate every pupil. Small class sizes and individual teaching boost achievement, and our pupils 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 is renowned for its strong and vibrant creative and dramatic tradition. 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 2022 GCSE examinations resulted in successes across a broad range of subjects, with nearly 40% of all grades awarded at 9 or 8, and over 60% of grades 9-7. On average, students scored over 1.5 grades higher in every subject when compared to their standardised Value Added Scores.

For our A Level students, after recent 'lockdown' years, students shown exceptional determination, resilience and adaptability as their results evidenced their unwavering focus and drive considering they missed out on taking practical GCSE examinations. Over half of grades awarded were A\* to B. Students go on to attending Russell Group universities, leading Arts and Drama colleges and other overseas destinations.



## 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

Students board in dormitories 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.

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 an ability or passion previously unexplored and encourage self-discipline. We believe in preparation for life after the School gate.

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.



# The Role

Heathfield School seeks to recruit an outstanding individual to assist the students with their speaking skills, to assist the department with administrative tasks. You will be expected to run a language club and there may also be occasions when your assistance is required before speaking examinations.

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

## KEY RESPONSIBILITIES

- ◇ Prepare and carry out conversation lessons with KS3, Year 8,9,10, 11, Lower 6<sup>th</sup> & Upper 6<sup>th</sup> and to assist the teacher in mixed ability classes.
- ◇ Support in the Department and the Students and report back regularly on the progress of individuals.
- ◇ Your role will be to improve your students' confidence in communicating in your language.
- ◇ You will occasionally help classes to become more interactive and fun. You will do this by planning activities and games and using photos and texts from newspapers or the Internet. With the A Level students, you will cover the A level topics and grammar points which they are learning in class, but the main aim is to get them talking and to prepare them for the AS and A2 speaking examinations.
- ◇ As part of your duties you may be asked to support weak pupils in your language. You will have weekly meetings with the Language Coordinator, and/or the language teachers so that you have time to prepare your lessons and the appropriate material.
- ◇ You may also be asked to provide authentic materials where necessary for a variety of age groups as well as collect and file articles from the press and internet, relative to current events and activities in the French - speaking world.
- ◇ Research for individual students supporting their topic work for oral exam.
- ◇ Helping with exams and exam procedure, especially Public Exams.
- ◇ All successful candidates are required to attend an Induction Day for all new staff.

## QUALIFICATION CRITERIA

- ◇ Qualified to degree level.
- ◇ Experience of working with young people (includes work in the voluntary sector).
- ◇ Right to work in the UK.

## 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.



## KEY RESPONSIBILITIES continued....

### PERSON SPECIFICATION

- ◇ Create a happy, challenging and effective learning environment.
- ◇ Use effective strategies to monitor motivation and progress / Provide feedback in relation to progress and achievement
- ◇ Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge
- ◇ Provide feedback to pupils in relation to progress and achievement under the guidance
- ◇ Confident in using ICT for a range of purposes
- ◇ Support pupils consistently whilst recognising and responding to their individual needs.
- ◇ Communicate effectively (both orally and in writing).
- ◇ Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit
- ◇ Ability to work independently and as part of a team with a flexible approach and have the ability to develop good relationships.
- ◇ Acting as a role model and setting high expectations with openness and willingness to address and discuss relevant issues
- ◇ Enthusiasm, commitment and energy with good organisational and interpersonal skills.
- ◇ Establish constructive relationships with pupils and interact with them according to individual needs.

### **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.

# TERMS

## **Salary:**

Competitive.

## **HOURS:**

Fixed term contract September 2023 to May 2024, 12-16hours per week.

Language Assistants are expected to attend 6 INSET days – 3 before the start of the Michaelmas term, 2 before the start of the Lent term and 1 before the start of the Summer term.

## **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.

## **HOLIDAYS:**

The School holiday year runs from 1 September to 31 August, and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year, provided that, during those periods, you are not unavailable for work due to sickness or the exercise of a statutory right (for example maternity leave). Public holidays will be counted as non-term periods, but days on which you are required to work for the School (such as INSET days, where a public holiday falls during term time, or school trips) will not.

During the holidays, you may need to work reasonable hours in preparation for the new term, or in order to fulfil your job responsibilities. Prior to the start of a new term and at the end of term you will be required to work some additional time to ensure that the MFL Department is ready, and also for staff meetings and training. All these dates are published on the School Information System (Engage) and your Line Manager will advise you of what will be required. It is important not to make any holiday arrangements (booking flights etc.) before checking with your Line Manager.

Normally, you will not be required to work on public holidays, unless the public holiday falls during the School term. All staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

## **Pension**

Eligible staff will be automatically enrolled onto the contributory 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 staff a discount on fees should their daughter(s) attend the 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), access to discounted massage and reflexology sessions, spin bike and yoga classes. The School has free 24/7 onsite medical care by qualified nurses that staff may use, with the addition of access to a counsellor. There are a number of social events throughout the year that staff may attend.

## **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.

# Application Process

Letters of application, completed application forms and CVs should be submitted for the attention of Ms Sarah Wilson, Headmistress at [recruitment@heathfieldschool.net](mailto:recruitment@heathfieldschool.net)

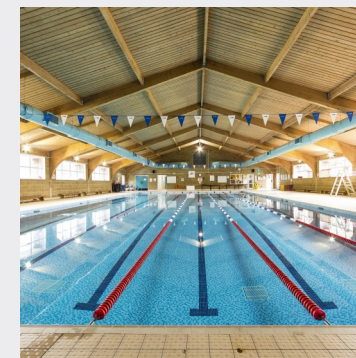
Closing date for applications: **Friday 9th June 2023 (noon)**

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 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.



# 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 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.



# 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.

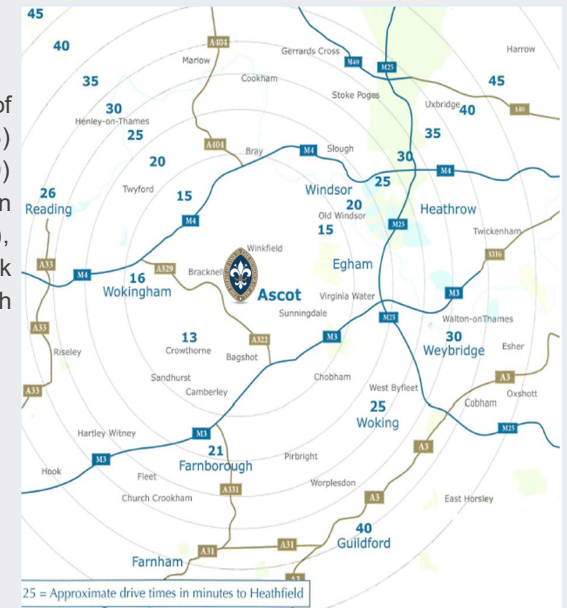
The school is fully equipped with all necessary IT. There are two specialist ICT rooms and a multi-media digital recording studio. All pupils bring a laptop to school.

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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