



**Heathfield**

Community College and Sixth Form

# **Recruitment Information Pack**

2020/2021

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Dear Candidate,

Thank you for your interest in Heathfield Community College and I am delighted that you are considering joining our team at this exciting stage in our journey. The opportunity to be an important part of our development as we move this very good school into the outstanding future it deserves, is exciting.

As the Headteacher I am privileged to lead such a fantastic school. Heathfield Community College is a high performing secondary school with an excellent Sixth Form. It is an inspirational community where young people excel. Our success is based on partnership and a clear focus on excellence for all students.

This is a school going from strength to strength. There is a sense of positive momentum at Heathfield, previous Ofsted Inspections noticed: ***“there is a tangible sense of pride, ambition and community within the college.”***

Our most recent inspection in March 2020 which confirmed we were en route to an Outstanding judgement stated ***“Pupils are thriving at this school. They benefit from an excellent all-round education. Pupils achieve highly in the subjects they study and grow into confident and responsible individuals.”***

Achievement has continued to improve and 2020 has again shown exceptional success for our students of whom we are very proud. Students here are expected to apply themselves fully to their studies and reap the rewards of hard work as a result.

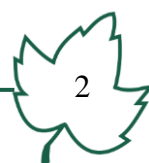
Our students have a strong sense of belonging to Heathfield’s community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

Heathfield is a positive, innovative and collaborative professional environment where you can trust that you will be inspired, challenged and supported as you take the next steps in your career. Therefore, I am totally focused on ensuring that we handpick the very best staff to join our team and help us fulfil our goals.

If I can help or advise you as you consider your application, please do not hesitate to contact me at [cbarlow@heathfieldcc.co.uk](mailto:cbarlow@heathfieldcc.co.uk).

**CAROLINE BARLOW**

**Headteacher**



# Our College

## About the School

Heathfield Community College serves the local community from a pleasant 26 acre site on the edge of Heathfield. Our size offers us many advantages: we have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Heathfield campus has been steadily improved in recent years. We have both a Library and a dedicated Sixth Form Learning Resource Centre, we also enjoy large open space and a floodlit all-weather astro-turf pitch.

A rolling programme of refurbishment means we continue to upgrade and improve our site and facilities including Science rooms, Music Technology and ICT facilities, including our very own Apple-esque Genius Bar. There is also a fitness centre (adjoining the school site and run by Freedom Leisure), and multi-use games areas.

Our commitment to an innovative digital curriculum ensures a well-resourced college across all areas. 18 individual rooms offer a breadth of ICT provision ranging from Microsoft PCs for all subjects, Apple Macs for Media, Graphics and Music Technology. The iPads ensure that creative and innovative approaches to teaching and learning transform experiences across the college. All teaching rooms are equipped with IWBs and a high-speed wireless across the site ensures reliable functionality. Full remote access for staff and students ensures high quality access to resources and dialogue about learning. We seek to constantly review and adapt our practise to ensure the most efficient and effective ways of working and promoting learning. It is highly likely teaching staff will require an iPad for their role. There are limited iPads available for staff use which can be loaned during term time.

## Autistic Spectrum Facility

Heathfield Community College has a designated Specialist Facility for students on the Autistic Spectrum, including those with Aspergers Syndrome. There are twelve places within the Specialist Provision, although there are many more students with a diagnosis of Autistic Spectrum Disorder (ASD) in the college. The College has previously achieved Autism Accreditation from the National Autistic Society.

Students with ASD have significant, core difficulties in the areas of:-

- Social interaction; social relationships.
- Social use of language; communication skills.
- Social understanding; imagination and theory of mind.

These are known as the Triad of Impairment.

As with all students with Special Educational Needs and/or Disabilities, at Heathfield Community College, we believe that the first important step towards Inclusion happens in subject classrooms through quality first teaching.

Our Learning Support Department is committed to supporting students, staff and parents to ensure that all students make progress and achieve their potential. Training is offered on a formal and informal basis and all new staff are expected to attend at least the three part ASD training, or the ASD Online Training during their first year.

## Heathfield Community College offers all students:

- A well-planned, broad and balanced curriculum.
- A record of excellent examination results.
- Well qualified specialist staff combining innovative and traditional methods in the classroom.
- A secure, supportive, encouraging and happy environment.
- A wide range of extra-curricular and residential activities.
- Access to a digital curriculum with iPads for all KS3 students through a lease scheme.

# Our Vision and Ethos

Heathfield Community College is committed to fulfilling the potential of each of its learners. The College achieves outstanding results for students of all abilities and aspires to meet the needs of all who live within the Heathfield community. We are a fully inclusive College with outstanding provision for the whole range of students from our most vulnerable to our most gifted.

From the moment that students join the College they are embraced into an ethos, which is widely recognised as aspirational with a strong community spirit **“Pupils enjoy coming to school and they are proud of it. Pupils conduct themselves very well and live up to leaders’ high expectations of behaviour... Around the school, the atmosphere is warm and friendly”** (Ofsted 2020).

Students play an active role in the College, develop leadership skills and support each other extensively including Sixth Form support for Year 7 reading and Year 10 Buddies to support the transition from Primary school.

Our Prefects, College Council and other representative bodies play a significant role in shaping the future of the College. A real and developing strength of the school is the broad range of leadership opportunities for students.

The school has a palpable **“culture for learning where students engage happily in their work and succeed well”**

The journey from Year 7 through to the Sixth Form is a rich experience. There is an extensive range of clubs, opportunities to perform in concerts and productions, sporting success, and engagement with the community locally as well as more widely across East Sussex or even nationally.

Students from Heathfield Community College leave the College as well rounded young adults ready to be responsible citizens of the future with strong values, strong principles and ambition for success. This is achieved by a clear focus on the skills and attributes that we know are essential for future success in life.

The exceptional exam results achieved by our students will open doors but the key to sustained future success and happiness is the ability to demonstrate the qualities that rarely appear on an exam paper.

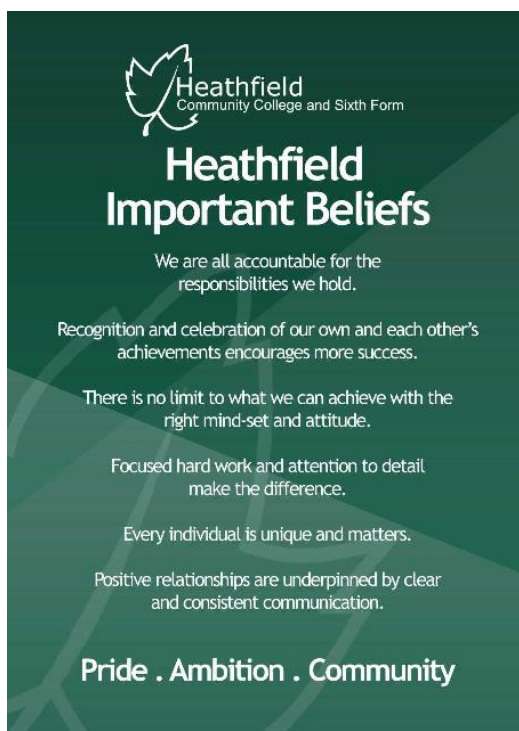
We call them our **Heathfield Habits** and we promote, recognise and reward them every day.

## Heathfield Habits:

**Ambitious & Confident**  
**Compassionate & Considerate**  
**Determined & Reflective**  
**Engaged & Enthusiastic**  
**Honesty & Integrity**



# Our Values, Beliefs and Habits



## Staff Wellbeing

All staff and students at Heathfield work hard. As a result, we achieve impressive outcomes and enjoy a clear sense of purpose and belonging.

As part of ensuring we are all able to continue to give our best we prioritise the well-being of colleagues through continual review of our structures, practices and policies, ensuring that we remain focused on the things that will make a difference. Through discussion and feedback we seek to reduce and remove the aspects of college life that impede or prevent effective working.

Equally a commitment to varied and personalised staff development ensures that colleagues are coached, challenged and supported to stay interested and keep refining their professional skills throughout their time at Heathfield.

In addition, the following offer routes for staff feedback, support and wellbeing:

- Staff Voice, active staff governors and healthy positive links with unions to ensure all voices are heard.
- Supportive governors with clear links to and positive engagement with all areas of the college.
- A thriving Staffroom Association that plans social and charitable activities.
- Commitment to healthy practices such as #teacher5aday.
- Access to staff counselling free and confidential services and other East Sussex support and entitlement packages.

# Curriculum Leader of French

Scale  
Commencement

Commitment

Main/Upper Scale with TLR2c  
September 2021 (or earlier)  
Permanent. The College would  
consider a 0.8FTE for the right  
candidate.

## Application Process

You are invited to read the following:

- Information and details about the College and department in this pack and via [jobs.heathfieldcc.co.uk](http://jobs.heathfieldcc.co.uk)

If you are keen to join us then please complete and return the following:

- East Sussex County Council application form which should be returned (CVs will not be considered), including the names of two referees and the Equal Opportunities Monitoring Form, by post or email to Ms Caroline Barlow, Headteacher - [jobs@heathfieldcc.co.uk](mailto:jobs@heathfieldcc.co.uk)

The deadline for submitting an application is midday, 26 February 2021. Any applications received after the closing date may not be considered. If you are shortlisted you will be contacted by letter or telephone inviting you for an interview. We are aware of our health and safety obligations in the context of Covid-19 and we have adapted our arrangement to ensure all applicants will be safe, within guidance during the application and interview process. It is not our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this.

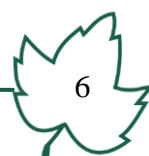
## Interview Procedure

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirements of the post. The selection process will include consideration of the candidate's suitability to work with children and young people. We also aim to give candidates suitable opportunity to determine for themselves the extent to which Heathfield is the right location for the next step in their career. The procedure is therefore likely to include the following although in the current context, it is possible much of the process will be conducted remotely where possible, this will be discussed in more detail as appropriate:

1. Tour of the college with students
2. Student panel interview
3. Lesson
4. Opportunity to meet colleagues both in the department and across the school
5. Panel Interview with Headteacher/Senior Leader and a Governor

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority. We are also required by law to ensure that any prospective employee is legally entitled to live and work in the UK. You will be required to provide documentation as evidence. Other conditions of employment may apply. We are committed to equality of opportunity and positively welcome applications from all sections of the community.

For an informal discussion regarding this post, please contact Tom Flower, Deputy Headteacher on 01435 866066 or email [tflower@heathfieldcc.co.uk](mailto:tflower@heathfieldcc.co.uk).





# French Department

We can offer you an opportunity to join a highly supportive language team who are both enthusiastic and excellent practitioners.

The French and Spanish Departments are committed to delivering quality teaching through challenge, independence and feedback as well as through the digital curriculum. We are committed to ensuring all students have every opportunity to make excellent progress in both languages.

The Department is currently led by the MFL Curriculum Leader. Following a restructure of the Department in 2020-21, each language will have its own Curriculum Leader. The existing Curriculum Leader of MFL will become the Curriculum Leader of Spanish in September 2021.

French and Spanish are taught across the College. Students study either French or Spanish at KS3 and then have the opportunity to continue this at GCSE and A level. For the first time in 2021, the College will offer GCSE Latin.

Staff are supported to develop their subject knowledge and pedagogy through the College's research informed CPL. All staff are required to play an active and collaborative role in developing professional learning, in order to create effective learning experiences for all students.

Both the French and Spanish departments are well-resourced; we have a range of texts and online resources available to our students and we use this to help promote a culture of independent study amongst our students. The department achieves good results at KS4 and KS5. At all Key stages there is emphasis on links to the wider world, other subjects, careers and extra-curricular opportunities.

Although studying languages is popular at Heathfield Community College, we are looking to recruit a greater number of GCSE and A-Level French students. This role represents an exciting opportunity for an ambitious existing or aspiring middle leader to significantly develop this important aspect of our curriculum offer.





# Job Description- Curriculum Leader of French.

**Job Purpose:** To lead the department in meeting the vision, aims and priorities of the College.  
 To stay informed of recent, relevant thinking within the subject discipline and share appropriately.  
 To establish high quality teaching within and across the department.  
 To monitor achievement and progress of students, ensuring the raising of achievement in French.  
 To carry out responsibilities in accordance with national and LA standards for subject leaders.

**Accountable to:** Line Manager of French Head of Year as a Form Tutor

**Accountable for:** Student attainment and progress, quality of curriculum, teaching and learning across French, development and improvement planning and review.

KEY ACCOUNTABILITIES	KEY TASKS WITHIN FRENCH
The experiences offered to students within the department	<ul style="list-style-type: none"> <li>• Lead the strategic planning and the implementation of the curriculum across the department</li> <li>• Be a role model for high quality teaching and learning and a guardian of high expectations across the department.</li> <li>• Fulfil all requirements of a classroom teacher as set out in the College job profile.</li> <li>• Ensure high quality teaching and learning, provide support where required to continue to improve the department standard.</li> <li>• Deliver or procure CPL for the department as required.</li> <li>• Support the development of effective use of technology to support teaching and learning and reduce workload.</li> <li>• Monitor and ensure accessibility to the curriculum for all students</li> </ul> <p>Jointly develop department policies; interpret whole college policies as appropriate to the department and lead on department evaluation and development planning.</p>
The attainment and achievement of students	<ul style="list-style-type: none"> <li>• Raise student achievement and attainment</li> <li>• Identify students vulnerable to underachievement and ensure intervention strategies are implemented and reviewed for effectiveness.</li> <li>• Implement college policies and procedures on teaching and learning including homework, assessment, feedback, recording and reporting information to students and parents and SLT</li> </ul>
The management of resources and staff who teach and provide support within the department (including appraisal)	<ul style="list-style-type: none"> <li>• Monitor and quality assure preparation, planning and marking within French as required.</li> <li>• Provide information as required to SLT and governors on progress and development with French.</li> <li>• Audit, identify and agree professional development of individual staff within the department and the team.</li> <li>• Lead planned meetings to agree foci, record actions and report to line manager on progress.</li> <li>• Evaluate the progress of the department and plan, implement and review the annual development plan.</li> <li>• Attend LA and Subject network meetings as required.</li> </ul>
Communication between departments,	<ul style="list-style-type: none"> <li>• Use email, noticeboard and meeting time judiciously for best impact, considerate of workload. Monitor practice in the</li> </ul>

HoY, SLT, Governing Body and others as required	<p>department.</p> <ul style="list-style-type: none"> <li>• Meet regularly with line manager and engage fully in planned discussions</li> <li>• Provide information to SLT/GB as required on the department progress and areas for improvement</li> <li>• Agree and monitor department representation on working groups and dissemination of information resulting, as appropriate.</li> <li>• Agree and monitor effective communication with parents within French.</li> <li>• Maintain effective communication with feeder primary schools.</li> </ul>
The joint development of human, financial, material and physical resources.	<ul style="list-style-type: none"> <li>• Agree and evaluate the effective deployment of staff within French with regards to teaching and additional responsibilities.</li> <li>• Lead the planning and evaluation of the allocation of resources, review and evaluate the effective use of department capitation.</li> <li>• Maintain a high-quality learning environment in French in accordance with College guidance on display and environment.</li> </ul>
Accountable for a tutor group within the college	<ul style="list-style-type: none"> <li>• Register the group, carry out functions of a form tutor as stated in staff handbook</li> <li>• To attend all year meetings</li> <li>• To contribute to the extra-curricular programme of the school activities at lunchtime or after school.</li> <li>• To contribute to the effective running of the college through break or lunchtime supervision.</li> </ul>

*This job description recognises the demands of current pay and conditions regulations and reflects the policies established by the governors of the College.*

# Person Specification

## PERSON PROFILE FOR Curriculum Leader of French

	ESSENTIAL	DESIRABLE
1. Experience	Teaching of French including KS3, GCSE and A-Level  Teaching of Spanish including KS3	Teaching of Spanish at GCSE and A-Level  An ability to teach GCSE Latin
2. Qualifications	Qualified Teacher Status	A good honours degree
3. Skills	Excellent subject knowledge  High level of practical skills  A variety of teaching strategies  Good ICT skills  Effective and flexible classroom management  Ability to relate to, and communicate with, students in and out of the classroom  Good classroom practitioner	Eager for further development and promotion
4. Personal Strength	Record of good attendance  High expectations of students  Developing and maintaining good relationships with colleagues  Very hard working  Experience of preparing pupils for GCSE and A-Level French  Have a positive attitude, energy and commitment	

	<p>Good sense of humour</p> <p>Willingness to become involved in extra-curricular activities</p> <p>Ability to work as part of a team</p>	
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### Essential Safeguarding Practice

- Evidence of commitment to promoting the health, welfare and safeguarding of children.
- Evidence of promoting, implementing and monitoring equal opportunities across the full range of protected characteristics.
- An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.