



**Heathfield**

Community College and Sixth Form

# **Recruitment Information Pack**

**2025/2026**

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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.

As the Headteacher I am privileged to lead such a fantastic school. Heathfield Community College is a consistently 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 sustained sense of positive momentum at Heathfield. Repeated Ofsted Inspections have noticed: *“there is a tangible sense of pride, ambition and community within the college.”* which are *“lived out in daily life”* (May 2023). Our most recent inspection in May 2023 which confirmed we were an outstanding provider in the majority of judgements stating *“pupils receive a great education... and...flourish here”* with praise for our ambitious curriculum, teaching and high level of achievement. In 2024 Ofsted confirmed our outcomes were indeed *“outstanding”*.

Achievement has continued to improve and 2025 has again shown exceptional success for our students at both Key stage 4 and Key Stage 5. Students here are expected to apply themselves fully to their studies and reap the rewards of hard work as a result.

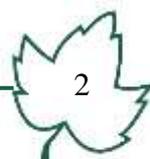
Heathfield students and staff have a strong sense of belonging and community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

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. 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. Teaching staff are supported with an iPad for their role.

## 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 consistent 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 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.”*. They *“are well mannered and polite. Staff set a high bar in terms of pupils’ conduct. Pupils feel happy and safe in this vibrant and nurturing school...make a real difference to continually improving life at their school.”* (Ofsted)

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:

Confidence  
Engagement  
Compassion  
Determination  
Integrity



## Vision and Values

Heathfield Community College is a positive and inclusive environment ensuring exceptional educational experiences with ambition and breadth for all. Students develop the knowledge, skills and characteristics to become the best version of themselves; Heathfield students succeed and thrive at the highest levels.

### Pride

To continually improve, we celebrate our own and each other's achievements which develops confidence and self-belief. We celebrate our own and each other's achievements for continual improvement which develops confidence and self-belief. We value integrity and honesty, making decisions for the good of everyone. We actively engage in and value a wealth of rich and broad experiences that enhance our well-being and self-esteem.

### Ambition

There is no limit to what we can achieve with the right mind-set, focused hard work and attention to detail. High quality teaching and learning builds confidence, exceptional outcomes and destinations through an innovative, challenging and personalised curriculum. We attract and retain the best staff based on career fulfilment, enjoyment and job satisfaction.

### Community

Mutual respect and integrity underpin positive relationships throughout the College. We value diversity, good manners and courtesy. We understand our words and actions have impact; consideration and compassion are important. We try to make a positive difference, working in partnership with parents and our wider community. We are all accountable for the responsibilities we each hold.

## 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 regular 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 Music

**Scale**

Main Scale/UPR with TLR2c

**Hours**

Full time or Part Time Considered

**Commencement**

September 2026

**Commitment**

Permanent

## 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](mailto: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 Friday 27 March 2026. Interviews will take place after the spring break. 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. It is not our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this.

## Shortlisting & Online Checks

Shortlisted candidates will be contacted by letter or telephone inviting them to attend an interview.

Only shortlisted applicants are required to complete and return the attached Shortlisting Declaration Form. This should be emailed to Ellie Potter, Senior Finance & HR Assistant at [epotter@heathfieldcc.co.uk](mailto:epotter@heathfieldcc.co.uk) prior to interview.

As part of our recruitment checks please be advised the College reserves the right to conduct online searches on shortlisted candidates prior to interview.

## 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:

Tour of the College with students;

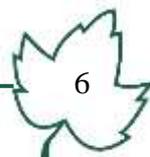
Student panel interview;

Lesson;

Opportunity to meet colleagues in the department and across the school;

Panel interview with Head Teacher, Senior Leadership Team 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 Mike Pooley, Assistant Headteacher on 01435 8660666 or via email [mpooley@heathfieldcc.co.uk](mailto:mpooley@heathfieldcc.co.uk).



## Music Department

The music department at Heathfield is a small but successful team of people with a clear aim to deliver high quality taught and extra-curricular opportunities to engage student's passion for music. The department has developed its curriculum to ensure traditional skills of playing instruments are combined with the opportunities that the Digital Learning scheme bring to students' ability to play, edit and collaborate with music.



The department has two hours of music for Year 7 and Year 8 allowing for sufficient time to engage students prior to the options process. Historically, GCSE music attracts students and the option continues to be popular as part of the wider success of the Art subjects at Heathfield. To ensure that students have opportunities post 16 an A Level music group has taken place as part of our Sixth Form offer for a number of years.



The department has access to excellent facilities including three dedicated music classrooms. Two of these rooms have access to iMacs for editing and working on coursework elements for examined courses. The other classroom contains a range of different musical instruments including class sets of ukulele's and access to brass, percussion and keyboards. The department also has access to a number of small practice rooms and in one classroom two sound proofed practice booths.



A large number of students at the College take music lessons which are supported by the College and East Sussex Music service, which is hosted at Heathfield Community College. The extra-curricular programme in the department allows for students to play these instruments collaboratively in bands, orchestras or choirs. The department also runs the annual Christmas Concert and collaborates in whole college productions. The department continually looks at ways to expand other extra-curricular offer along with ensuring a wide range of students can access learning musical as part of their wider curriculum.



## Job Description

Job Title: Curriculum Leader Music

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 Music.  
To carry out responsibilities in accordance with national and LA standards for subject leaders.  
To carry out other reasonable duties within the scope of the post as requested by the Headteacher.

Accountable to: Line Manager of Music; Head of Year as a Form Tutor

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

KEY ACCOUNTABILITIES	KEY TASKS
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> <li>● Jointly develop department policies; interpret whole college policies as appropriate to the department and lead on department evaluation and development planning.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Monitor and quality assure preparation, planning and marking within Music as required.</li> <li>● Provide information as required to SLT and governors on progress and development with Music.</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> </ul>

(including appraisal)	<ul style="list-style-type: none"> <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, HoY, SLT, Governing Body and others as required	<ul style="list-style-type: none"> <li>● Use email, noticeboard and meeting time judiciously for best impact, considerate of workload. Monitor practice in the department.</li> <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 Music.</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 Music 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 Music 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>
Maintain the creative arts legacy of the college through a broad extra-curricular offer	<ul style="list-style-type: none"> <li>● Ensure Extra-Curricular experiences are available in each key stage.</li> <li>● Monitor the quality and consistency of the delivery to promote the subject and its wider benefits to young people, allowing all abilities to succeed.</li> <li>● Track the register and uptake of opportunities and work to increase participation from disadvantaged groups.</li> </ul>

## Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews and professional references.

	ESSENTIAL	DESIRABLE
<b>Experience</b>	Successful teaching of Music to pupils at KS3 and KS4 A thorough understanding of the subject area Good knowledge of assessment strategies and formal examination assessments	Successful teaching of students in KS5
<b>Qualifications</b>	Qualified Teacher Status	A good honours degree Qualifications in musical disciplines Evidence of further study
<b>Skills</b>	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 Administrative efficiency Ability to lead and communicate effectively with colleagues at all levels Ability to support and encourage musicians of all abilities High Level musical and accompaniment skills	Eager for further development and promotion
<b>Personal Qualities</b>	Record of good attendance High expectations of students Developing and maintaining good relationships with colleagues Very hard working Have a positive attitude, energy and commitment Good sense of humour Willing to become involved in extra-curricular activities Ability to work as part of a team	

### 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.

