



Recruitment Information Pack

2024/2025

Contents

Our College	3
Our Vision and Ethos	4
Our Values.....	4
Staff Wellbeing.....	5
Exam Invigilator	6
Support Staff.....	7
Exams Department	7
Job Description.....	8
Person Specification.....	9



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. 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 three of the main judgements stating *“pupils receive a great education... and...flourish here”* with praise for our ambitious curriculum, teaching and high level of achievement.

Achievement has continued to improve and 2023 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.

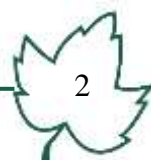
Our students have a strong sense of belonging to Heathfield’s community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

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.

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 practice 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.

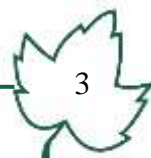
These are known as the Triad of Impairment.

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.”. 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



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 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.

Exam Invigilator

Scale	Local Single Status Grade 2
Salary	Equivalent to £12.26 per hour
Commencement	Casual
Commitment	ASAP

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

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

The deadline for submitting an application is midday on Friday 28 March 2025. 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 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:

1. Tour of the college with Exams Manager/Exams Assistant
2. Interview with Deputy Headteacher and Exams Manager

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 Hannah Russell, Exams Manager on 01435 8660666 or via email hrussell@heathfieldcc.co.uk.

Support Staff

We can offer you an opportunity to join a highly welcoming, friendly and dedicated support staff team. The support staff at Heathfield Community College are an integral cog in the workings of the College. Roles vary across the site including administration, classroom support, department specific technicians, pastoral support, site staff and cleaners. Every role is important and Heathfield Community College believes the work the support staff carry out is extremely valuable. By working together and doing the best we can do, the team help to make sure that our students are safe, happy and ready to achieve.

Offices are located across the site and each team have their specific tasks and responsibilities. Training and development opportunities are available for support staff. This can be made up of in-house training and external training courses.

Heathfield Community College is a supportive environment with caring, positive colleagues.

A member of the support staff quoted that Heathfield Community College ***“has a real sense of Community spirit!”***

Another said ***“I feel very supported by the members of SLT and the immediate colleagues who I work with. I like that SLT are often visible around the school and not tucked away in offices. I am very happy here.”***



Exams Team

The Department is led by the Exams Manager who is supported by the Exams Assistant.

The Exams department is responsible for the running of all external and internal (mock) examinations within the school, ensuring that these are conducted in full accordance with exam regulations.

There is a team of approximately 20 invigilators who are scheduled to work on the basis of need and availability. The Summer exam season (mid-May to end of June) is our busiest period for exams, and exam length can vary from 1 to 6 hours. Exams take place in a variety of venues across the school, and the number of invigilators required for each exam will vary. Teamwork and flexibility are paramount, as are reliability and a thorough approach to the role.



Job Description

JOB TITLE	Examinations Invigilator
GRADE	Single Status 2
RESPONSIBLE TO	Exams Manager

Main Purpose of the Job

To participate in conducting external examinations for pupils either alone or part of a team, for the conduct of examinations are strictly adhered to.

Main Functions

Under the direction of the Examinations Manager to act as the responsible invigilator when required.

Uphold, follow and implement all exam regulations and College Policies and procedures.

To check the examination room prior to the arrival of candidates to ensure that:

- heating, lighting, ventilation and levels of extraneous noise are acceptable
- no display materials that might be helpful to candidates are visible
- a reliable clock of readable size is visible to each candidate
- the *Warning to Candidates* is displayed in a public place outside the examination room
- the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others

To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.

To carry out checks on the identity of candidates on their arrival and seat late candidates when necessary.

To take all reasonable steps to ensure that:

- the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
- candidates take into the examination room only those articles, instruments or materials which are expressly permitted
- candidates have all the necessary material to enable them to complete the examination

To open the packet of examination papers and issue the papers to the candidates

To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.

To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.

To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.

To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert.

At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers.

After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners.

To collect all unused stationery in the examination room and return it to the Examinations Manager.

To ensure that the room is left in a tidy condition.

To share procedures and good practice with colleagues.

To inform the Examinations Manager of any concerns.

To take part in training when required.

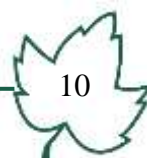
This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.

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
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to demonstrate accuracy and attention to detail • Ability to relate to candidates yet maintain an air of authority • Ability to communicate with candidates and members of staff clearly and accurately • Ability to work as part of a team or alone as necessary • Ability to demonstrate effective oral and written communication skills • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to work effectively and supportively as a member of the College team • Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, etc. 	
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of education, particularly in English and Mathematics 	
Knowledge	<ul style="list-style-type: none"> • A good knowledge of the work in a school 	<ul style="list-style-type: none"> • Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities • A knowledge of the 'Instructions for the Conduct of Examinations' produced annually • A knowledge of the roles of the JCQ and Awarding Bodies • A knowledge of the college's examination policy and procedures • Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment



Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Previous experience of invigilating examinations in a school environment
Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate a flexible approach to work • Reliable and punctual • Ability to keep calm under pressure or during unexpected circumstances • Ability to take initiative • Ability to be firm but fair at all times • Willingness to participate in in-house training for the role • Ability to maintain confidentiality 	

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.

