



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.

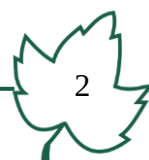
Heathfield students and staff have a strong sense of belonging and community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

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.

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. 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.

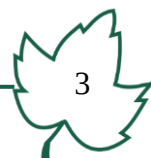
These are known as the Triad of Impairment.

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 ~~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



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.

SEND Manager (this is an admin support role assisting the SENDCO for the College)

Scale

Salary

Hours

Commencement

Commitment

Local Single Status Grade 5, point 12-13

£25,989 - £26,403 per annum

Actual salary equates to £20,633 - £20,961

34 hours per week (Term Time Only and some holiday working)

Working pattern and holiday hours to be discussed at interview

As soon as possible

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

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 Tuesday 2 December 2025 at the latest. Please submit your application as soon as possible as we reserve the right to interview prior to the closing date should we have a suitable candidate. 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.

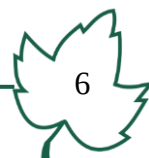
Only shortlisted applicants are required to complete and return the attached Shortlisting Declaration Form. This should be emailed to Ellie Potter, Senior Finance & HR Assistant at epotter@heathfieldcc.co.uk prior to interview.

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:

1. Opportunity to learn about the College and Learning Support Department and meet colleagues
2. Tour of the college



3. Student panel interview
4. Written/Administration task
5. Opportunities to learn more about the types of Special Education Needs catered for in mainstream
6. Panel interview with SENDCO, Specialist Literacy Teacher 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 Elaine Burgess, SENDCO on 01435 8660666 or via email eburgess@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.

The pastoral staff of the College are highly valued by students, staff and parent alike. 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.

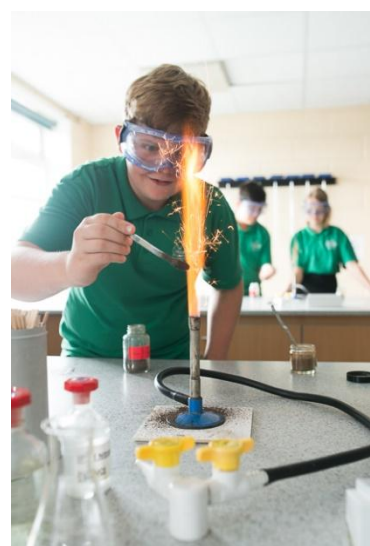
Heathfield Community College is a supportive environment with caring, positive colleagues.

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.”*

Learning Support

The Learning Support Department caters for students with identified special educational needs and supports their access to the mainstream curriculum. It comprises a team of staff led by the SENDCO and made up of specialist teachers, specialist teaching assistants and learning support assistants. The department works closely with all other areas of the school and with the pastoral and senior teams.



Job Description

JOB TITLE	SEND Manager
GRADE	Single Status Grade 5
RESPONSIBLE TO	Head of Learning Support

Main Purpose of the Job

To support individuals and groups of students with special educational needs/disabilities (SEND) and students working below level 4, which includes administration and supervision within the Learning Support Area.

To carry out administrative work and produce data, reports and information for the SENDCO and teaching staff as required.

Main Tasks and Accountabilities

Annual Review and student progress administrative support

- Produce documentation for Annual Reviews for students with statements of SEND and gather information from multi-agency colleagues.
- Collate the information received from multi-agency colleagues for Annual Reviews and producing this in the appropriate and timely manner required in accordance with ESCC framework.
- Attend the Annual Reviews, multi-agency and parent meetings to take minutes.
- Write Annual Review reports for County following statement reviews under the direction of the SENDCO.
- Monitor and review targets following the Annual Review with subject teachers and ensure that students record these targets.

Monitoring and Reporting

- Collate monitoring sheets regarding students with SEND and provide information for the SENDCO.
- Use SIMS to produce student progress data reports for SENDCO.
- Keep Provision Maps, Strategy Sheets and Pupil Profiles for students with SEND up-to-date regarding their needs and support strategies, publishing these on the school intranet and communicating to all staff any changes to students' plans.
- To produce data reports for the SENDCO and lead team.
- To ensure the effective analysis of data relating to SEND students alongside the SENDCO.
- To ensure the effective distribution of data analysis to the SENDCO and lead team.
- Take responsibility for monitoring the progress of statemented students with complex needs, and liaising with parents/carers and relevant outside agencies.

Administration

- Co-ordinate the paperwork for special arrangements for students with SEND and put appropriate arrangements in place under the direction of the SENDCO. Keep access arrangements up-to-date and keep staff informed.
- Support the specialist teachers with administration generated by dyslexia screening and testing for access arrangements.
- Support Year 6 transition including the collation and circulation of information as appropriate.
- Complete transfer information for students with SEND for post-16 education.

- Responsible for ordering, maintaining and distributing department stationery supplies.
- Co-ordinate the filing of information of students with SEND.

Management of Staff

- To manage a team of LSA's on break and lunch duty.
- Timetable Learning Support Assistant (LSA) deployment in lessons under the direction of the SENDCO.
- Ensure LSA support is allocated correctly in classes where LSAs are absent from duty.
- Monitor and report LSA attendance.
- To undertake LSA return to work meetings where appropriate under the direction of the SENDCO.
- Assist the SENDCO with organisation of staff appraisals.
- Responsibility for ensuring LSA's are accounted for in the event of an emergency evacuation.
- Responsibility for administrative tasks relating to the recruitment of new staff to the Learning Support department.
- Monitoring LSA training needs, identifying areas for development and arranging appropriate training.

Assistance in Learning Support

- Liaise with parents under the guidance of the SENDCO.
- Be responsible for the supervision of students in all areas inside and outside of college throughout the midday break, if required.
- Supervise students in the Learning Support Area.
- Work with students on an individual basis to support the curriculum.
- Support positive behaviour management in the Learning Support Area.
- Support the Learning Support team with the supervision of students using the separate exit system.
- Contribute to the differentiation of materials and worksheets in order to enable students working in the Learning Support Area to have full access to the curriculum.
- Contribute to the provision of external exam concessions (i.e. reading and scribing).
- Undertake training as appropriate and attend College In-Service Training.
- Uphold College policies and promote positive student behaviour.
- As and when required to carry out the role of Invigilator.

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	Ability to support teachers in evaluating students' progress through a range of assessment and monitoring activities. Contribute to the maintenance and analysis of students' progress. Ability to work collaboratively with colleagues as part of the College team. Ability to guide the work of other adults in the learning environment. Ability to liaise sensitively and effectively with parents and carers, recognising their roles in students' learning. Ability to communicate and work with outside agencies e.g. Speech Therapist, Education Psychologist etc. Ability to recognise and respond effectively to equal opportunities issues as they arise. Ability to effectively manage the behaviour of students including those with challenging behaviour. Work effectively under pressure, time management. Maintain confidentiality around student information and data. Administration skills. Effective communication skills both written and verbal.	
Education & Qualifications	Maths and English at level 2.	Level 3 or equivalent would be desirable but not essential.
Knowledge	Basic knowledge of the procedures and policies related to students with SEND in a mainstream secondary school including Education Health Care plans, the annual review process and code of practice. Awareness of College's Inclusion, disability, equality and diversity policies. Knowledge of or willingness to undertake child protection training. Knowledge of timetabling Knowledge of Information technology and its use in schools.	

Experience	Experience of working with young people. Typing and administrative tasks, minute taking, filing. Managing staff including leading staff appraisals. Experience of timetabling systems including devising cover. Be familiar with software packages, word and excel. Experience of producing data reports for monitoring.	Experience of working with students with SEND in a mainstream setting. Experience of leading/supervising small groups including planning and evaluating learning activities. Experience of relevant behaviour management techniques. Use of Sims. Awareness of outside agencies related to working with students with SEND Experience of supporting Year 6 transition.
Personal Qualities	A commitment to the learning of all students. Commitment to Inclusion. Sense of humour. Ability to work under pressure. Effective interpersonal skills. Ability to be discrete. Effective organisational skills.	

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.

