



Heathfield

Community College and Sixth Form

Recruitment Information Pack

2023/2024

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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. 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.

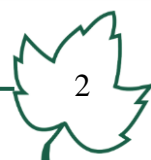
Our students have a strong sense of belonging to Heathfield’s community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

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 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.”**. 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:

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



Our Values



Pride . Ambition . Community

There is no limit to what we can achieve with the right mind-set, focused hard work and attention to detail. We are all accountable for the responsibilities we hold.

Reflection on and celebration of our own and each other's achievements encourages **determination** and self-belief.

Positive relationships are underpinned by mutual respect, **consideration** and **compassion**. Our words and actions have impact.

Our well-being is enhanced through a balanced life that includes meaningful experiences undertaken whole-heartedly and with integrity.

As a result, Heathfield Community College ensures an exceptional educational experience for all, attracting and retaining the best staff based on career fulfilment, enjoyment and job satisfaction; committed to continual improvement working in partnership with our community.

A community of ambitious aspiration and high standards. High quality teaching and learning builds confidence, delivering exceptional outcomes through innovative, challenging and personalised curriculum.

A vibrant centre for learning where students are **enthusiastic**, actively engaging with new challenges that build self-esteem.

Every individual, experience and perspective is unique and matters, working collaboratively we are a powerful positive force.

Students are happy and enjoy College life, equipped to thrive in life, making a positive difference in and beyond the College.

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.



Systems Assistant

Scale	Local Single Status Grade 4 point 9-10
Salary	£23,114 - £23,500 (actual salary equates to £17,712 -£18,008)
Hours	32 hours per week (Term Time Only with some holiday working). <i>Working pattern is flexible and can be discussed during interview.</i>
Commencement	ASAP
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

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 17 May 2024 at the latest. 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.

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 College with students
2. Data task
3. Opportunity to meet colleagues both in the department and across the school
4. Panel interview with Deputy Headteacher, Data and MIS Manager 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 Barry Howard, Deputy Headteacher on 01435 8660666 or via email bhoward@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!”*

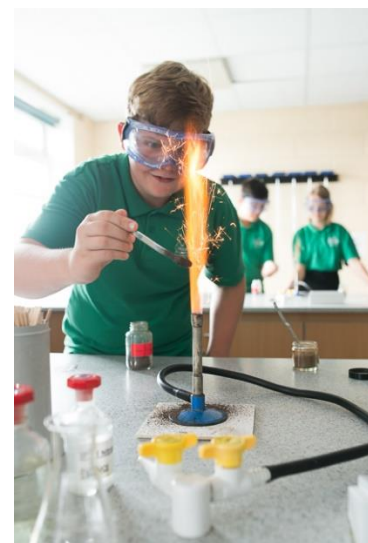
Another said *“I feel very supported by the members of SLT and the immediate colleagues who I work with. I like that SLT are often visible around the school and not tucked away in offices. I am very happy here.”*

Systems Assistant

The main purpose of the role is data input into Arbor, administrative assistance to the MIS and Data manager and reporting to parents.

The role will assist the MIS & Data Manager with inputting, maintaining and exporting MIS data, so that the updating of college systems and data analysis can be completed efficiently and timely reports to parents can be produced.

Full training on our management information systems will be provided, the systems assistant will need to be able to work in an organised and methodical manner. Within this role the Systems Assistant will work closely with the MIS and Data Manager and members of the Senior Leadership Team. The ability to communicate clearly and liaise with teams across the college is a key part of the role.



Job Description

JOB TITLE	Systems Assistant
GRADE	Single Status 4
RESPONSIBLE TO	MIS & Data Manager

Main Purpose of the Job

Data input into Arbor, administrative assistance to the MIS and Data manager and reporting to parents.

To Assist the MIS & Data Manager in Inputting, maintaining and exporting MIS data, so that the updating of college systems and data analysis can be completed efficiently and timely reports to parents can be produced.

Main Tasks and Accountabilities

MIS Data Entry

Support the MIS & Data Manager in the maintenance of data held in the MIS systems including:

- Ensuring that student records are maintained and up to date including new intake students and casual admissions.
- The timely completion of the School Census and other statistical government returns.

Assessment

Support the MIS & Data Manager in keeping the data held in the MIS (Arbor) current including:

- Ensuring that the required data are entered by teachers.
- Maintaining the grade sets, mark sheets and report templates in line with Senior Leadership Team requirements.
- Exporting data and analysis from Arbor as required by the MIS & Data Manager and SLT with responsibility for data.
- Exporting data and analysis from Arbor as required by other members of the Extended Leadership Team, after negotiation with the MIS & Data Manager and SLT Lead.

Reports

Generate student progress reports including:

- The setting up and maintaining of reports templates.
- Checking the contents, timely availability and completion of data in mark sheets in liaison with the MIS & Data Manager.
- The production and issuing of progress monitoring analyses to tutors, Head of Years and the Senior Leadership Team, as required.
- Achievement and behaviour reports.

Timetables

Assist the MIS & Data Manager by:

- Ensuring that the class memberships of students are kept up to date.
- Ensuring that students are assigned to the correct groups in any interim or new timetable.
- Generating class lists and student/teacher timetables as requested.
- Inputting student choices into options.



General Accountabilities

- To undertake available training opportunities and demonstrate a commitment to continuous development.
- To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the MIS & Data Manager.
- To liaise with the Examinations Officer, Sixth Form Admin, MIS & Data Manager and SLT Lead.
- To perform such other tasks as may reasonably be required by the MIS & Data Manager or SLT Lead, such as pastoral administration or exams administration.
- To prepare carefully for performance management interviews with the MIS & Data Manager
- To support the College's Improvement Plan and Mission Statement.
- 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.

Job Evaluation Reference Number: 14124



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 organise and prioritise own workload. • Ability to work in an organised and methodical manner. • Ability to maintain efficient record keeping systems. • Ability to produce accurate and up-to-date records and reports as required. • Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents. • Ability to take personal responsibility for organising day to day targets. • Ability to demonstrate basic keyboard skills for accurate computer input and retrieval. • Ability to work effectively as part of a team. • Ability to work in a discreet and sensitive manner. • Ability to respond proactively to unexpected problems and situations. • Ability to work within and apply all College policies eg. Child Protection, Health and Safety. 	
Education & Qualifications	<ul style="list-style-type: none"> • QCF level 2 in English and Maths or ability to pass assessment at interview 	
Knowledge	<ul style="list-style-type: none"> • A basic knowledge of the work of a school. • Knowledge of the Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis. Proficient keyboard skills. • Knowledge of Arbor applications in particular Assessment and Admissions modules. But full training provided if no prior knowledge. 	

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities. • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge. • Willingness to maintain confidentiality on all College matters. • Displays commitment to the protection and safeguarding of children and young people. 	
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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.