



Recruitment Information Pack

2024/2025

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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 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.

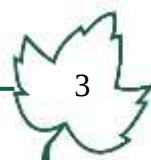
These are known as the Triad of Impairment.

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:

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 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.

Teacher of Latin (with an additional complementary subject)

Scale	Main/Upper Scale
Hours	Both Full and Part time considered
Commencement	This can be flexible and/or as soon as possible.
Commitment	Fixed Term (2 years)

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 Friday 28 March 2025. Interviews will take place during week commencing Monday 31 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 to contact candidates if they have not been shortlisted. No discourtesy is meant by this.

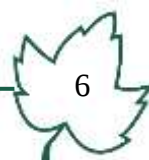
Interview Procedure

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirements of the post. The selection process will include consideration of the candidate's suitability to work with children and young people. We also aim to give candidates suitable opportunity to determine for themselves the extent to which Heathfield is the right location for the next step in their career. The procedure is therefore likely to include the following although in the current context, some of this process may need appropriate adaptations.

1. Tour of the college with students
2. Student panel interview
3. Tasks relevant to the role
4. Lesson
5. Opportunity to meet colleagues in the department
6. Panel Interview with Senior Leadership Team, Curriculum Leader and a Governor

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

For an informal discussion regarding this post please contact Kevin Hatchard, Assistant Headteacher at khatchard@heathfieldcc.co.uk



English, Media & Latin Department

We can offer you an opportunity to join a highly supportive team who are enthusiastic and highly skilled practitioners committed to developing their pedagogical understanding using up-to-date research.

The English, Media and Latin Department are committed to trialling new ideas in the classroom and work hard to provide engaging activities and lessons for all students. We are committed to ensuring all students have every opportunity to make excellent progress in the subjects which are taught. We are also keen to ensure students enjoy the subject, have a broad literary experience and develop into engaging, and accurate, writers.

The department is line managed by members of the Senior Leadership Team and led by Curriculum Leaders for English and for Media plus Assistant Curriculum Leaders with responsibilities for Data and Intervention and Key Stage 5. Currently, we have 12 English specialist teachers, 3 specialist Media teachers and one specialist Latin teacher.

Latin was first introduced as a GCSE Option subject in 2021 and the first cohort of students completed the GCSE course in the summer of 2024. In September 2024 we have GCSE Latin classes in Year 9, Year 10 and Year 11, which is why we are looking to increase staffing in this subject.

The Latin course at Heathfield Community College starts in Year 9. The course runs over three years. Pupils select Latin as their GCSE option without prior experience and are selected based on attitude to learning and engagement in other subjects, particularly languages. We use the acclaimed Cambridge Latin Course to introduce children to the language and culture, blended with personal resources. We are keen to encourage a curiosity and understanding of the most famous myths and legends, as well as the way of life in Ancient Rome and Pompeii. In Year 10, the course follows the Eduqas specification: Latin Language, Latin Literature Component A (Love & Marriage), and Latin Literature Component B (Perseus & Medusa).



Job Description

Job Purpose: To make a major contribution to teaching and learning in the department
 To contribute to the personal and social development of all students
 To carry out the responsibilities of a subject teacher in accordance with National and LA

Standards
 for Qualified Teachers

Accountable to: Curriculum Leader for English, Media and Latin; Head of Year as a Form Tutor

Accountable for: Student attainment and progress, quality of curriculum, teaching and learning across English.

KEY ACCOUNTABILITIES	KEY TASKS
Accountable for the experiences offered to students within the classroom	To plan and deliver the curriculum for each designated class. To mark and assess all student work and to keep clear records in line with departmental policy and National Curriculum guidelines. To complete all reports according to College policy and to attend all liaison meetings with parents. To contribute to curriculum development within the department. To provide differentiated experiences within lessons. To set and mark homework on a regular basis in line with College and departmental policy. To be responsible for the good conduct of all students in your charge and to make effective use of the College's system of rewards and sanctions.
Accountable for the effective use of human and material resources within the Department	To contribute to the effective development of a departmental resource bank of materials. To be accountable for all resources within your teaching base and used by students in your charge. To be responsible for appropriate displays of students' work in your teaching base and the College.
Accountable for the joint development of the subject area within the College	To attend all department meetings. To attend staff development as agreed with the Curriculum Leader. To participate in all departmental workshops. To represent the Department and College working groups, as required.
Accountable for the experiences offered to students within the classroom	To plan and deliver the curriculum for each designated class. To mark and assess all student work and to keep clear records in line with departmental policy and National Curriculum guidelines. To complete all reports according to College policy and to attend all liaison meetings with parents. To contribute to curriculum development within the department. To provide differentiated experiences within lessons. To set and mark homework on a regular basis in line with College and departmental policy. To be responsible for the good conduct of all students in your charge and to make effective use of the College's system of rewards and sanctions.
Accountable for a tutor group within the college	Register the group, carry out functions of a form tutor as stated in staff handbook. To attend all year meetings. To contribute to the extra-curricular programme of the school. activities at lunchtime or after school. To contribute to the effective running of the college through break or lunchtime supervision.

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
Experience	Successful teaching of Latin to pupils at KS3 or KS4 (including during initial teacher training). Successful teaching of another curriculum subject, other than Latin, at KS3 and KS4. Understanding of the National Curriculum in another curriculum subject, other than Latin. A keen interest in developing wider curriculum opportunities in Latin.	Proven record of achievement at all levels. Successful teaching of another curriculum subject, other than Latin, at KS5. Experience of curriculum development in Latin.
Qualifications	Qualified Teacher Status (or evidence that QTS will soon be achieved). Appropriate academic qualifications.	A good honours degree. Evidence of further study.
Skills	An enthusiasm for delivering teaching that challenges and develop students' knowledge of Latin. Effective communication, organisational and interpersonal skills. Ability to co-lead the Latin team in developing students and staff. Excellent ICT skills. Ability to work as a team member.	Eager for further development and promotion. Keen to develop the use of technologies in teaching.
Personal Qualities	Confidence, liveliness, tenacity, flexibility and adaptability. Empathy for pupils, parents, staff and the community. A positive attitude with energy and commitment. A sense of humour.	Make positive contributions to the development of an innovative department.

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.

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.