



Heathfield

Community College and Sixth Form

Recruitment Information Pack

2021/2022

Contents

Our College	3
Our Vision and Ethos	Error! Bookmark not defined.
Our Values, Beliefs and Habits	5
Staff Wellbeing	Error! Bookmark not defined.
Multi-Trades Operative.....	6
Support Staff	7
Facilities Department.....	7
Job Description	8
Person Specification	10



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, previous Ofsted Inspections noticed: ***“there is a tangible sense of pride, ambition and community within the college.”***

Our most recent inspection in March 2020 which confirmed we were en-route to an Outstanding judgement stated ***“Pupils are thriving at this school. They benefit from an excellent all-round education. Pupils achieve highly in the subjects they study and grow into confident and responsible individuals.”***

Achievement has continued to improve and 2020 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. All teaching rooms are equipped with IWBs and 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. Pupils conduct themselves very well and live up to leaders’ high expectations of behaviour... Around the school, the atmosphere is warm and friendly”** (Ofsted 2020).

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.

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.

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.

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 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.



Multi-Trades Operative

Scale	Local Single Status Grade 5
Salary	Actual Salary Equates to £20,043- £20,443 per annum
Hours	37 per week/52 weeks per year
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 8 July 2022 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. We are aware of our health and safety obligations in the context of Covid-19 and we have adapted our arrangement to ensure all applicants will be safe, within guidance during the application and interview process. It is not our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this.

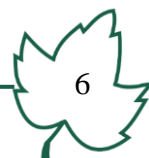
Interview Procedure

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 the college
2. Task
3. Time with the Facilities department
4. Panel interview with Headteacher, Facilities Manager & Facilities Team Leader, Finance & HR Manager, Senior Leadership Team or 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 Caroline Barlow, Headteacher via the Heads PA (Carolyn Abbott on cabbott@heathfieldcc.co.uk)



Support Staff

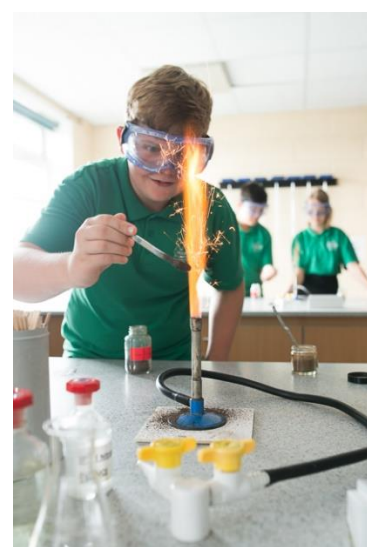
We can offer you an opportunity to join a highly welcoming, friendly and dedicated support staff team. The support staff at Heathfield Community College are an integral cog in the workings of the College. Roles vary across the site including administration, classroom support, department specific technicians, 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.”*



Facilities Department

The Department is led by the Facilities Manager and supported by the Facilities Team Leader and Maintenance Officer. There are currently four additional Caretakers. The cleaning team is comprised of a Cleaning Supervisor, four part time experienced cleaners and a team of student trainee cleaners.

The Facilities Team are responsible for ensuring that the College standards with regards to cleaning and maintenance is maintained creating a welcoming, clean and stimulating environment for our students and staff to thrive and achieve.

The department's strengths are a result of its 'can do' attitude and team working. This is a busy department that involves working in collaboration with many colleagues across the College.



Job Description

JOB TITLE	Multi-Trades Operative
GRADE	Single Status Grade 5
RESPONSIBLE TO	Facilities Manager/Facilities Team Leader

Main Purpose of the Job

To assist the Facilities Manager/Facilities Team Leader in ensuring that the whole college environment and services are maintained to a satisfactory and acceptable standard.

Main Tasks and Accountabilities

Reporting to the Facilities Manager and the Facilities Team Leader, the Multi-Trade Operative will carry out a range of multi-skilled tasks which may include (but not be limited to) the following trades: Carpentry, Decorating, Brickwork, Plumbing, Plastering, Ceramic Tiling, etc.

Note: Lists of activities are not intended to be exhaustive, but are intended to illustrate the general nature and level of duties and responsibilities which the post holder will be asked to perform. - Training can be discussed as appropriate.

1. Undertaking decorating and other general building maintenance work as required, to a high standard of quality and in compliance with current standards and recognised good practice. (The type and content of work allocated will be dependent on the post holder's qualifications and experience).
2. To undertake site surveys and produce basic scale plans of designated areas/requirements. Design layouts (plans and elevations) and prepare construction drawings of required works using CAD software and to assist with the scoping, co-ordination and completion of projects under the guidance of the Facilities Manager.
3. To liaise with suppliers and order materials and supplies as required, ensuring adequate supplies are maintained for the purposes of works in hand. Assist in the managing of departmental budget and provide regular reports to Facilities Manager.
4. To direct workmen and contractors to their work site and provide regular reports on contractors' project performance and other job-related matters to the Facilities Manager & Facilities Team Leader.
5. To carry out specialist building maintenance work, including renewal/redecoration, with strict adherence to Health and Safety regulations:
 - Carpentry - repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and internal & external furniture
 - Undertaking Specialist Adaptations for Students with Special Educational Needs - Raising/Lowering Work Surfaces etc
 - Glazing - temporary repairs, making safe, methods available
 - Plastering and Concrete - repairing patches, floor and steps. Non-slip
 - Plumbing - pipe freezing, fitting stop taps, simple plumbing

- Electricity - Occasional Portable Appliance Testing (Training Available)
 - Welding - simple repairs with MIG Welder
 - Pointing and Brickwork
 - Shuttering
 - Removal and Installation of Partition Walls
 - Fixings
 - Ramps
 - Gutter Repair & Replacement.
6. Inspect and maintain certain school equipment, effect minor repairs and report defects.
7. Driving School Minibuses in connection with duties. (The gaining of the appropriate licence will be supported).
8. To be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
9. To assist with the carrying out of security procedures for school buildings and grounds in accordance with East Sussex County Council policy.
- It will be necessary for the post holder to be trained in, and use, new technology and equipment as these are introduced.
 - The post holder will be expected to consider all new training opportunities, techniques and courses made available.
 - The post holder may be requested to work overtime to meet operational requirements on such occasions as necessary.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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
1. Key Skills & Abilities	<ul style="list-style-type: none"> • Current full driving licence (manual) • Able to competently carry out a full range of construction and repair work • Good Computer Skills • Good written and verbal communication skills • Able to create and follow written instructions and drawings • Able to use hand & power tools • Able to lift up to 25kg, and able to carry out physically demanding work 	
2. Education & Qualifications	<ul style="list-style-type: none"> • A good standard of basic education • relevant trade, or equivalent certificates and qualifications. 	<ul style="list-style-type: none"> • City & Guilds Craft Certificate or NVQ Level 2 in relevant trade, or equivalent. • First Aid at Work Certificate.
3. Knowledge & Experience	<ul style="list-style-type: none"> • Able to display previous practical construction/maintenance experience 	<ul style="list-style-type: none"> • Experience of working with various materials and workshop machinery. • Previous use of CAD software.
4. Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Flexible and positive attitude • Ability to work to high standards • Enthusiastic, willing to contribute as a team member • Self-motivated, able to organise own workload and meet job targets. 	

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.

JE12687