



West Hatch High School
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

ASSISTANT HEADTEACHER
Required for September 2025
Pupil Behaviour and Values
Group 7 – ISR Range 14-18 (£69,964 - £77,051)

We are seeking to appoint an individual with the energy, drive, enthusiasm and ambition to be an Assistant Headteacher. This is a unique opportunity to work as part of a forward thinking, innovative leadership team; helping lead the school towards further success in the future.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds wellbeing meetings with staff,
- Minimal marking expectations,
- Additional CPD day to allow staff to mark mock internal examinations,
- All our teachers are provided with laptops and a tablet and staff are welcome to work where and when they wish outside of school hours,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information please see the additional information pack.

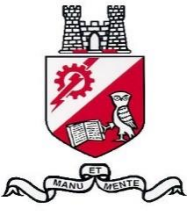
At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 10th March 2025 at 9am
Interview Date(s): Week commencing 17th March 2025



JOB DESCRIPTION

POST: ASSISTANT HEADTEACHER

RESPONSIBLE TO: Deputy Headteacher and Headteacher

RESPONSIBLE FOR: Pupil Behaviour and Values

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This appointment is subject to an enhanced DBS check and positive references.

Generic School Leadership Responsibilities

All Senior Leadership Team (SLT) members are responsible for:

- Evaluating school performance and identifying priorities for improvement.
- Promoting a safe, productive, and inspiring learning environment for all students.
- Managing day-to-day organisation, administration, and maintenance tasks.
- Participating in lesson observations and other quality assurance activities.
- Being highly visible during key times (lesson transitions, before/after school, break, and lunch), ensuring pupils arrive punctually to school and lessons.
- Conducting regular site tours to uphold the school ethos and addressing areas of concern promptly.
- Maintaining regular contact with senior colleagues and the Headteacher throughout the school day.
- Covering the responsibilities of other senior colleagues when required.
- Attending School Governing Body meetings as needed and actively contributing to relevant sub-committees.
- Preparing reports for the SLT, Leadership Forum, governors, and parents as required.
- Providing up-to-date data for areas of responsibility, including content for the school website and displays.

Key expectations for all SLT members:

- Being present, visible, and accessible to staff and students.
- Demonstrating approachability and dedicating time to others.
- Supporting and challenging staff appropriately.
- Acting as role models, reflecting the school's high standards.
- Focusing on the school's vision and being selective in prioritizing initiatives.
- Building authentic relationships.
- Taking collective responsibility for SLT decisions and initiatives.
- Communicating decisions effectively to staff.
- Demonstrating resilience and modelling well-being and workload balance.
- Identifying and nurturing talent among staff.

Job-Specific Duties

Focus: Pupil Behaviour and Values

Work with the Deputy Headteacher, Behaviour and Pastoral teams to:

- **Lead and embed a positive school ethos** – Ensure the consistent implementation and assist the Deputy Headteacher in the development of the school's behaviour and values policies.
- **Maintain high standards of behaviour** – Use and develop behaviour data to identify trends, address concerns, and celebrate achievements through rewards systems.
- **Oversee behaviour and discipline at KS3 and KS4** – Take a proactive role in maintaining high expectations and addressing issues as required.
- **Manage and improve behaviour systems** – Oversee the school's approach to addressing poor behaviour, including detentions, internal and fixed-term exclusions, with a focus on reducing incidents through intervention and support.
- **Organise and monitor managed moves, Off-Site Direction (OSD), and permanent exclusions** – Build reciprocal relationships with local schools and ensure fair and effective processes are in place, liaising with relevant stakeholders.
- **Promote inclusion and equity** – Work with pastoral and behaviour teams to provide tailored support and ensure equal opportunities for all students.
- **Enhance character development** – Lead initiatives that promote character education in line with the school's core values.
- **Support the House System** – Work with the House Team to develop and enhance the impact of the system, supporting their initiatives and engagement.
- **Engage with parents and carers** – Build strong relationships with families through effective communication, guidance, and support regarding pupil behaviour and values.
- **Coordinate whole-school duty provision** – Oversee duty schedules during and outside of lessons, ensuring regular monitoring and effectiveness.
- **Lead professional development** – Deliver training for staff on behaviour management, restorative practices, and strategies to support pupil behaviour and values.
- **Support smooth transitions** – Manage effective behaviour induction systems for pupils transitioning into Year 7, leaving Year 11, or joining mid-year.
- **Monitor and report** – Assess the impact of behaviour policies through data analysis, surveys, and focus groups, providing updates to governors and OFSTED as required.
- **Create a safe and purposeful environment** – Foster a calm and orderly culture that supports learning and personal development.
- **Allocate form tutors across year groups** – Ensure a well-structured and effective tutor system that supports student wellbeing, behaviour, and academic progress.
- Support the Deputy Headteacher in line managing middle leaders responsible for pastoral care and behaviour.

Event Organisation:

- Awards Evenings
- Support HOY 11 in organising Leaver's Day and Prom

Line Management Responsibility:

- Oversee specific departments, as agreed annually.
 - Heads of Year 7-10
 - Associate Assistant Headteacher
-

Additional Notes:

- SLT members may experience role rotation based on the school's needs, as determined by the Headteacher.
- Duties listed are neither exclusive nor exhaustive; the Headteacher may assign additional responsibilities within the scope of the post.
- The post holder is expected to attend relevant meetings and evening events.
- SLT members should consistently uphold the highest professional standards, serving as role models for staff and students, and embodying the values of West Hatch High School and its wider community.

February 2025

February 2025

Dear Applicant,

Thank you for your interest in the post of Assistant Headteacher at West Hatch High School. This pivotal leadership position arises as part of our ongoing commitment to providing the highest standards of education and care for our pupils. The role is a unique opportunity to shape the future of a school described by Ofsted (2023) as a “tolerant and inclusive community” where pupils are “happy, safe, and eager to work hard.”

West Hatch High School is more than a school; it is a family. Pupils, staff, and leaders work together to create a positive, respectful, and aspirational environment. Ofsted praised our pupils for their calm and considerate behaviour and commended our sixth formers as excellent role models for the entire school community. The successful candidate will uphold and enhance this ethos, ensuring our pupils continue to thrive both academically and personally.

Our curriculum is ambitious, innovative, and closely aligned to pupils’ future aspirations. From school productions and technical workshops to trips addressing environmental and historical themes, we pride ourselves on broadening pupils’ horizons and equipping them with skills for life.

This Assistant Headteacher role will focus on leading pupil behaviour and values. Working closely with our Deputy Headteacher, you will play a key part in fostering our culture of high expectations and strong support systems. You will help build on these strengths, ensuring every pupil is given the opportunity to succeed.

We are seeking an outstanding leader with a proven track record of driving excellence. You will be visible, approachable, and inspiring, working to build strong relationships with pupils, staff, and families alike. You will also embody our commitment to staff well-being, professional development, and workload balance.

The closing date for applications is Monday 10th March 2025 at 9am, and interviews will take place week commencing 17th March 2025. Thank you for considering this opportunity. I look forward to receiving your application and welcoming the next key member of our leadership team.

Yours sincerely,

A handwritten signature in cursive script that reads "Schaefer." followed by a checkmark.

Mrs. Victoria Schaefer
Headteacher
West Hatch High School