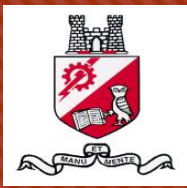


# Recruitment Pack

## Assistant Headteacher



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# Welcome from the Headteacher



Dear Applicant,

Thank you for your interest in the role of Assistant Headteacher at West Hatch High School. We are thrilled that you see West Hatch as a school where you can make a significant impact and further develop your career.

At West Hatch, we are incredibly proud of our thriving, inclusive, and ambitious community. As a non-selective secular stand-alone Academy, we provide outstanding education for students aged 11 to 18, and our success is built upon strong partnerships between students, staff, parents, Governors, and the wider community. We are a heavily oversubscribed school, with a ratio of 3:1 applications to available places for Year 7 this year. This demand reflects our reputation for excellence and our commitment to high achievement while nurturing confident, compassionate, and well-rounded individuals.

In this recruitment process, we are looking for an exceptional leader who will help us shape and deliver our vision for the next chapter of West Hatch's success. The education landscape presents significant challenges, and we seek an Assistant Headteacher who is strategic, empathetic, and skilled in implementation. Your ability to inspire, lead, and work collaboratively with all members of the school community will be vital.

West Hatch is a school driven by values. Our motto, "Be the best you can be," resonates in everything we do. We aim to ensure academic excellence by enabling every student to achieve their full potential; to foster a caring and inclusive atmosphere that celebrates diversity and encourages kindness and empathy; and to develop students' character through enriching opportunities both within and beyond the classroom.

We have a robust framework for professional development and innovation. With a focus on evidence-informed teaching and learning, we aim to support staff in refining their practice and embracing the latest pedagogical strategies. Our commitment to inclusion, equality, and diversity ensures that every member of our school community feels valued and supported.

This is an exciting opportunity for a proven leader, whether you are currently in an SLT position or seeking a pathway to headship. We are keen to work with someone who shares our vision and can contribute to our culture of continuous improvement.

I hope the information provided in this recruitment pack gives you a clear insight into our school and this role. If you wish to visit West Hatch or have any questions, please do not hesitate to contact our HR department at [recruitment@westhatch.net](mailto:recruitment@westhatch.net).

Applications are to be submitted by Monday 10<sup>th</sup> March 2025 at 9am. Shortlisted candidates will be invited to attend interview days on the week commencing 17<sup>th</sup> March 2025, with further details shared closer to the time.

Thank you for considering this opportunity. We look forward to hearing from you and wish you the very best in your application process.

Yours faithfully,  
Mrs. Victoria Schaefer



# All about West Hatch High School



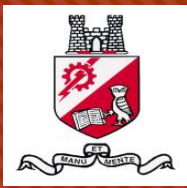
Our motto 'to be the best I can be' signals a call to excellence in all we do. We define this in 3 areas:

1. To ensure academic excellence by providing every student with the opportunity to make outstanding progress throughout their educational journey
2. To foster a true 'West Hatch Spirit' in a caring atmosphere with key values of kindness, empathy, justice and celebrating diversity
3. To develop character skills through varied and exciting opportunities within, and beyond, the classroom

- ❑ 11 – 18 Academy with a thriving Sixth Form
- ❑ 1500+ students
- ❑ 200 staff
- ❑ Outstanding facilities
- ❑ Strong governance



High Road, Chigwell, Essex, IG7 5BT



# Job Description



## JOB DESCRIPTION

<b><u>POST:</u></b>	<b>ASSISTANT HEADTEACHER</b>
<b><u>RESPONSIBLE TO:</u></b>	Deputy Headteacher and Headteacher
<b><u>RESPONSIBLE FOR:</u></b>	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

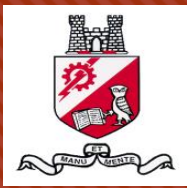
### **Generic School Leadership Responsibilities**

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.



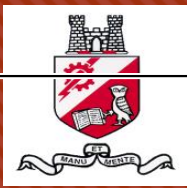
- Building authentic relationships.
- Taking collective responsibility for SLT decisions and initiatives.
- Communicating decisions effectively to staff.
- Demonstrating resilience and modelling well-being and workload balance.
- Identifying and nurturing talent among staff.

### 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





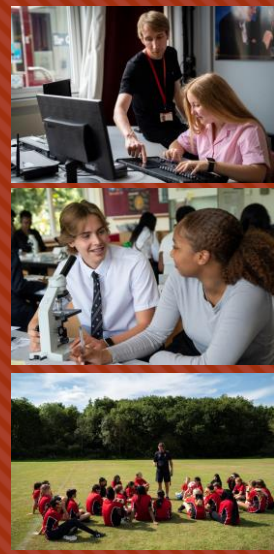
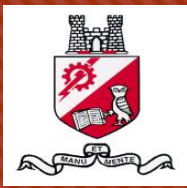
# Person Specification

## Experience

- A successful track record of senior leadership in a comparable school setting.
- Demonstrable track record of success in leading change and improvement in a comparable organisation.
- A track record of developing high quality leadership capacity and accountability.
- Practical experience of successfully promoting equality of opportunity.
- Successful experience of raising levels of attainment and progress.
- Experience of monitoring and improving teaching and learning/pedagogy.
- Successful experience demonstrated by securing high levels of behaviour, attendance and commitment from pupils of all abilities and backgrounds.
- Experience of working successfully with the local community, parents and carers.
- Experience of building successful working relationships with a governing body and of sustaining and developing effective partnerships with external agencies and other organisations.

## Knowledge

- Excellent knowledge and understanding of school improvement strategies.
- Excellent knowledge of recent developments in teaching and learning.
- Secure knowledge of the curriculum and examination specifications.
- Knowledge of spiritual, moral, social, cultural, careers and citizenship education.
- Understanding of strategies for ensuring equal opportunities for staff and pupils.
- Demonstrable understanding of safeguarding and safer recruitment and how to ensure a safe, secure and healthy school.
- Excellent understanding of the Ofsted Inspection Framework.

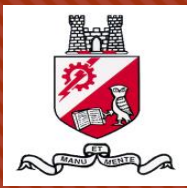


## Skills/Competencies

- Inspirational leader with strong commitment to raising outcomes of young people.
- Excellent communication skills, oral, written and presentational.
- The interpersonal skills to manage and maintain complex relationships with stakeholders.
- The ability to lead and motivate staff.
- A creative and strategic mindset.
- The ability to plan, deliver, monitor and evaluate school performance.
- The ability to promote and safeguard pupil and staff welfare and well-being.
- Commitment to high standards, best value and continuous improvement.
- Demonstrate an excellent 'can-do' approach and positive attitude.
- Ability to sustain positive staff attitudes, team working and commitment.

## Qualifications

- Graduate
- Qualified teacher status
- Strong track record of professional development with an NPQSL or MA in Educational Leadership desirable



# How To Apply

To apply please complete the application form provided ensuring that all sections are completed. Your letter of application should be no more than 2 sides of A4 in Arial 12 font. You should ensure that you show how you meet the requirements of the person specification and why you are choosing West Hatch. You may submit your application direct through TES or alternatively email it to: [recruitment@westhatch.net](mailto:recruitment@westhatch.net).

References will be required prior to interview. Please ensure that you provide an email address for your referees and ensure that they are expecting a request.

To find out more or to arrange a visit, please email Ann Miles, HR Manager on: [recruitment@westhatch.net](mailto:recruitment@westhatch.net) or call 0208 504 8216.

<b>Closing date for applications:</b>	<b>Monday 10<sup>th</sup> March 2025 at 9am</b>
<b>Interview Dates are:</b>	<b>Week Commencing 17<sup>th</sup> March 2025</b>
<b>Job Start:</b>	<b>September 2025</b>



# Safer Recruitment - Information for Applicants



West Hatch High School is committed to safeguarding and promoting the welfare of learners, the Governors expect all staff and volunteers to share this commitment.

We have an established Safeguarding Team and several policies and procedures that that contribute to our safeguarding commitment.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Please be aware that we may need to share information whilst working in partnership with other agencies when there are concerns about a child's welfare.

We actively support government policies linked to Safeguarding, Prevent and Data Protection.

The selection process will include the exploration of the candidate's understanding of safeguarding matters.

Pre- employment checks will be undertaken:

An enhanced DBS check is required for all successful applicants.  
Prohibition, overseas and section 128 checks will also be required.

The school will undertake online searches as part of our pre-employment checks.

Two professional references will be required.

A health questionnaire will need completing prior to starting work.