



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
Raising Standards for Pupil Premium and KS3
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-Specific Duties

Developing positive attitudes to learning and progress at KS3 is a vital driver of the school's success. As a key member of the Senior Leadership Team, the Assistant Headteacher for Key Stage 3 will play a pivotal role in ensuring high standards of teaching, learning, and student progress across the phase. They will lead on intervention strategies, support staff development, and work closely with other leaders to drive continuous improvement.

Key Responsibilities

Pupil Progress & Intervention

- Track the progress of all Pupil Premium (PP) pupils, ensuring effective interventions are in place and regularly reviewed for impact and value for money.
- Ensure pupils receiving Pupil Premium funding in Key Stages 3 and 4 make progress at least in line with their national peers, with swift action taken where underachievement is identified.
- Monitor progress across KS3, ensuring that students not making expected progress receive timely, targeted support to close learning gaps.
- Lead and review Raising Achievement Plan (RAP) meetings, ensuring focused interventions for key students at KS3 ensuring all groups, including high-ability pupils (HAPs), make strong progress.
- Develop further initiatives that raise the aspiration and outcomes of students at Key Stage 3

Teaching, Learning & Assessment

- Monitor, review, and address issues related to teaching, learning, and assessment at KS3 in collaboration with the Deputy Headteacher for Curriculum.
- Embed the latest research and evidence-based practices to remove barriers to learning and maximise pupil progress by leading the T&L Team in coordination with other RSLs.
- Work proactively with curriculum leaders to reduce in-school variation in outcomes at KS3.
- Lead on the West Hatch Instructional Coaching programme by monitoring and taking a lead on Steplab for coaching and drop ins.

Transition & Pastoral Support

- Oversee the Year 6 transition process, ensuring a smooth and supportive transition from primary to secondary school.
- Strengthen partnerships with primary schools to improve curriculum continuity and pastoral support.
- Develop and oversee our PP Mentoring programme, equipping staff to support individual PP pupils in overcoming learning barriers.
- Build proactive relationships with parents of pupils at risk of underachievement, fostering engagement and collaboration to support student progress.

Curriculum & Grouping

- Coordinate the class and group allocations for KS3 at the start of the year and following each progress check, ensuring placements support individual needs and positive behaviour for learning.
- Monitor and act where group performance is below expectations, implementing strategies to raise attainment.
- Raise aspiration through strategic placement of students into pathways on our Dynamic Progress Reporting system

Wider School Responsibilities

- Oversee the whole-school careers education, information, advice, and guidance (CEIAG) programme, ensuring all students receive high-quality support and opportunities.
- Oversee the CEIAG Officer leading on the Accelerating Pupil Progress (APP) group ensuring all students receive high-quality support and opportunities.
- Ensure the school website remains compliant and fit for purpose.
- Maintain oversight of the staff handbook, ensuring it is updated annually to reflect current policies and procedures.

This role requires a dynamic and strategic leader who is passionate about improving outcomes for students and committed to fostering a culture of high expectations and success at Key Stage 3.

Organise the following events:

- Aspirations Days across KS3
- KS3 Information evenings
- Year 7 – 9 Parents Evenings and Open Classroom events
- Year 6/7 Transition evening and Year 6 Transition days
- Options Process

Line Management Responsibility

- A number of departments (as agreed annually)
- Careers advice and guidance (CIAG) Officer, including his remit on the APP Programme

All members of SLT over time should expect to experience some role rotation dependent upon the needs of the school at the reasonable discretion of the Headteacher. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The post holder will be expected to attend meetings and evening events relevant to their role.

All SLT are expected to be excellent role models for both staff and pupils, striving for the best possible professional standards in all their actions and their dealings with those associated with West Hatch High School and its wider community.

February 2025