

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.

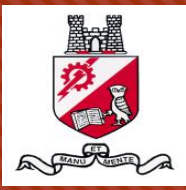
This is an exciting opportunity for a proven leader, whether you are currently in an SLT position or seeking a pathway to headship. We are keen to work with someone who shares our vision and can contribute to our culture of continuous improvement.

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.

Applications are to be submitted by Monday 10th March 2025. Shortlisted candidates will be invited to attend interview days on the week commencing 17th 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



<u>POST:</u>	ASSISTANT HEADTEACHER
<u>RESPONSIBLE TO:</u>	Deputy headteacher and headteacher
<u>RESPONSIBLE FOR:</u>	Raising Standards for Pupil Premium and KS3 (Yr7 -9)

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.

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

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



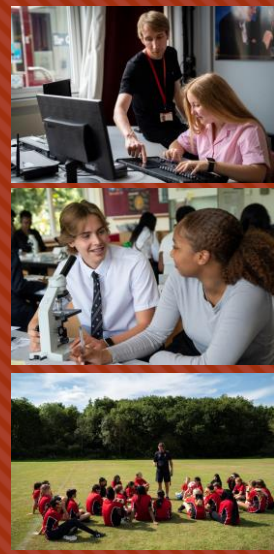
Person Specification

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.

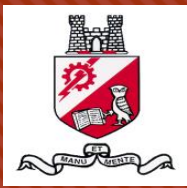


Skills/Competencies

- 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



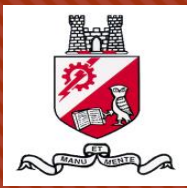
How To Apply

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.

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 or call 0208 504 8216.

Closing date for applications:	Monday 10th March 2025 at 9am
Interview Dates are:	w/c 17th March 2025
Job Start:	September 2025



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.