



West Hatch High School

A Specialist Business and Enterprise School

Headteacher: Mrs V. Schaefer BA (Hons), MA, PGCE (Cantab), MCCT
High Road, Chigwell, Essex, IG7 5BT

Tel: 020 8504 8216 Fax: 020 8559 2695

Email: admin@westhatch.net Website: www.westhatch.net

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 raising standards for Pupil Premium and KS3 students. 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,

Mrs. Victoria Schaefer
Headteacher
West Hatch High School

