



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

EXPERIENCED TEACHER

Required January 2025

**We are seeking to appoint an Experienced Teacher
with the additional responsibility for
Deputy Head of Year 12 & 13 - TLR2C - £3,214**

The successful candidate will need to be able to manage and support Sixth Form (Years 12 & 13) under the strategic leadership of KS5 Raising standards Leader and Head of Year 12 & 13. The post will appeal to experienced teachers with a strong track record wishing to join a thriving and oversubscribed school.

West Hatch Sixth Form offers a vibrant and dynamic learning environment designed to inspire success and prepare students for their future, whether that be university, apprenticeships, or the world of work. With an extensive range of academic and vocational courses, our sixth form caters to a variety of interests and career aspirations, supported by highly qualified and dedicated teachers. We pride ourselves on a personalized approach, ensuring each student receives tailored guidance and enrichment opportunities. Sixth Form enjoy their own facilities, leadership programs, and strong community ethos to create a supportive and ambitious setting where every student can thrive. Join us at West Hatch and unlock your full potential!

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 regular 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 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: Friday 11th October 2024 at 12pm

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



JOB DESCRIPTION

POST: **EXPERIENCED TEACHER WITH RESPONSIBILITY FOR DEPUTY HEAD OF YEAR 12 & 13 - TLR 2C**

REPORTING TO: HEAD OF YEAR 12 & 13

RESPONSIBLE FOR

Managing and supporting Years 12 & 13 under the strategic leadership of KS5 Raising standards Leader and Head of Year 12 & 13.

Teaching specialist classes (any subject) and other subject classes as allocated by the Leadership Team.

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 CRB check and positive references.

Purpose of the Job

This postholder is responsible for the strategic leadership of transition into sixth form, and support in the leadership and management of Sixth form. This includes

- a) The standards of Sixth Form students
- b) The effective induction of all Year 12 students into the sixth Form
- c) The effectiveness of the tutor team, and form time delivery.
- d) To be visible around the school during lessons, between lessons and during breaks and lunch times

KEY FUNCTIONS

- Making sure that all students adhere to uniform requirements
- Ensuring that Sixth form students use their supervised study time effectively
- Attend GCSE Results Day and A Level Results Day to ensure students are getting the advice and guidance when enrolling (Y11 into 12) and for support in the university application process (e.g. clearing)
- Be proactive in addressing student behaviour concerns and adherence to school policies and expectations by:

- Systematically tracking behaviour logs and exclusions, monitoring the reasons for increases in logs, i.e. homework, punctuality, behaviour, and putting in place well thought out strategies to address any concerns.
- Making regular visits to lessons through weekly learning walks and observations.
- Support colleagues in behaviour management, leading on restorative justice meetings where appropriate.
- Being visible around school during lessons, in-between lessons, at break and lunchtime.
- Being in regular contact with parents/carers.
- Make positive use of Form Time as a vehicle for personal development and maintaining high expectations of attendance and behaviour.
- Support to plan and manage events appropriate to the Sixth Form including but not limited to: Year 10 taster day, Year 11 transition day, Open Evening, Parents evenings, Leavers day and Induction days.

The Conditions for Employment of School teachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.