

Recruitment Pack

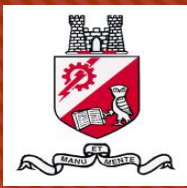
Headteacher



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Welcome from the Chair of Governors



Dear Applicant,

Thank you for your interest in the role of Headteacher at West Hatch High School. We are delighted that you see West Hatch as a school where you can make an impact and provide an opportunity for you to develop your career.

Members and Trustees are proud to be associated with an excellent school. West Hatch is a thriving non-selective secular Academy School providing outstanding education to students aged 11 to 18. Our success builds upon the strong links between students, staff, parents, the Governing Body and the wider community. We are a heavily oversubscribed school; applications vs available spaces to join Year 7 this year are running at 3:1.

West Hatch has established itself as a school with a reputation for high achievement whilst developing confident, considerate and well rounded individuals who aim to be the best they can be.

In recruiting a Headteacher we are seeking another outstanding individual who can develop, shape and share our vision and build upon our strengths. We recognise there are many challenges in the education system and more to come. Our next Headteacher will need to be strategic, empathetic and effective at delivery, and who will have credibility with the school community.

I hope that you find the attached candidate pack useful and informative. Applications are to be returned by 9am on the 24th June 2024.

We will be inviting shortlisted candidates to attend interview days on the 8th and 9th July 2024. We will share more details nearer the time.

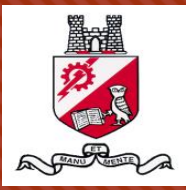
If you wish to visit the school, or have any questions, please contact HR on recruitment@westhatch.net.

We are more than delighted to receive applications from those with proven leadership skills, whether it be someone aspiring to headship or an existing Headteacher.

Thank you for your interest and we look forward to hearing from you.

Yours faithfully,

Adrian Harris



All about West Hatch High School



Our vision:

We are a family dedicated to all our students excelling academically and personally in our school and beyond by seizing the opportunities we provide.

We unlock potential for all to thrive and open doors for all to achieve.

Our Values:

Be Determined and Persevere
Be Responsible
Be Respectful
Be Considerate
Be Ready to Achieve
Be Proud

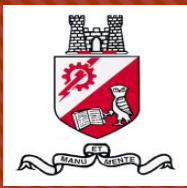
Our Motto:

Be the Best that I can Be

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



High Road, Chigwell, Essex, IG7 5BT



What makes West Hatch a great place to work?



West Hatch is a thriving, oversubscribed and successful 11-18 school with outstanding facilities and a growing and very successful post 16 provision; but what makes it really special is the family ethos that permeates throughout the school. This is what makes parents, students and staff want to join the school and is a reason why so many ex-students want to come back and work here as staff or on our Governing Body.



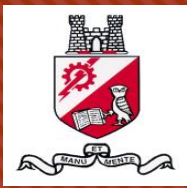
The school is committed to developing students both academically and personally. We are not an exams factory but we know that getting students the best possible outcomes opens doors for their future success; and the staff at this school work tirelessly to support our students achieve their best. But we are more than that and have a real commitment to offering a wide range of opportunities to students and staff to experience personal development outside of lessons and beyond the school gates.

The curriculum at West Hatch is innovative and meets the needs of the students we serve. It has been created by highly talented senior and middle leaders to engage students and offer them a broad, balanced and interesting curriculum offer that prepares them well for their futures; this is the case at KS3,4 and 5.

Staff at West Hatch are not stuck in their ways; they are always willing to work alongside Senior Leaders to evolve and learn from best practice at other institutions to ensure our school can be the best that we can be. High quality teaching and learning is at the heart of all we do and staff work together to improve their craft, are receptive to feedback and understand its purpose is to help improve standards across all curriculum areas.

We are an exceptionally diverse school, and this makes West Hatch a very special place. We celebrate diversity throughout the year. Many have commented how well our students and staff integrate no matter their gender, race, religion or sexual orientation; all of these differences are accepted and celebrated at West Hatch.

The successful candidate for this role will be inheriting a school that is constantly evolving and has an excellent track record over a number of years; where they are supported by an outstanding and knowledgeable and driven Governing Body, where students understand the expectations put upon them and the very vast majority buy in to these expectations, and where staff are relentlessly bothered about their students and school improvement.



Job Description



The Role

Job title: Headteacher

Reports to: Chair of Governing Body

Start Date: January 2025 or earlier

Purpose of the post

To provide professional leadership of West Hatch High School which secures its continuing success and improvement, ensuring high quality education for all its students and excellent standards of learning and achievement.

Headteacher Responsibilities:-

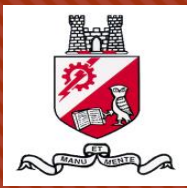
This job description reflects and references the DfE Headteacher Standards 2020

Ethics and Behaviour:

- Build relationships rooted in mutual respect, and always observe proper boundaries appropriate to this professional position.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit the position, students' vulnerability or might lead students to break the law.

As the leader of West Hatch High School: Community and profession

- Serve in the best interests of West Hatch High School students.
- Conduct yourself in a manner compatible with this influential position in society by behaving ethically, fulfilling the professional responsibilities, and modelling the behaviour of a good citizen.



- Uphold the obligation to give account and accept responsibility.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for your own continued professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.

School Culture:

- Strengthen and sustain the school vision and ethos in partnership with the Local Governing Board and through consultation with the school community.
- Continue to create a culture where students experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment.
- Ensure a culture of high staff professionalism.

Teaching:

- Establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how students learn.
- Ensure that effective strategies are in place, closely monitored and reviewed, to continue to rapidly close the gap for disadvantaged students and other vulnerable groups.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment to shape and develop the curriculum.



Curriculum and Assessment:

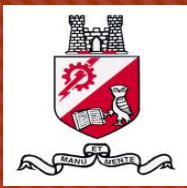
- Ensure a broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all students develop their reading the provision of evidence-informed approaches.
- Ensure valid, dependable, and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum.

Behaviour:

- Establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students.
- Ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair, and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

Additional and Special Educational Needs and Disabilities:

- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable students to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers, and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties regarding the SEND code of practice.



Professional Development:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team, and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Organisational Management:

- Ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately in line with the School's Development Plan, ensuring efficiency, effectiveness, and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.



Continuous School Improvement:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit the school's effectiveness and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

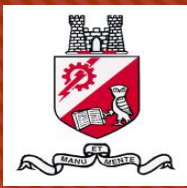
Working in Partnership:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community.
- Commit the school to collaborate successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students.

Governance and Accountability:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with the Governing Body
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.



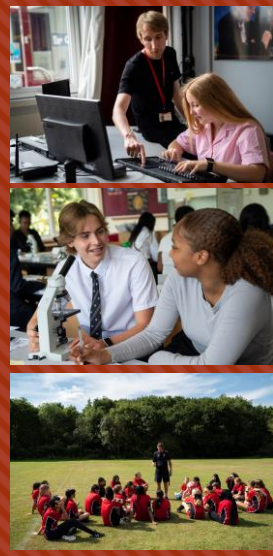
Person Specification

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.
- Experience of strategic and operational leadership of resources, including finance, premises, HR and ICT.

Knowledge

- Excellent understanding of representation in the curriculum.
- 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.



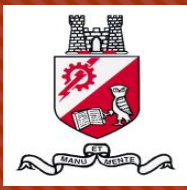
Skills/Competencies

- 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 manage health and safety and 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
- NPQH (desirable)
- Qualified teacher status
- Strong track record of professional development in preparation for Headship

Generic qualifications, knowledge, skills and qualities needed to fulfil this role are set out in the "Headteachers' Standards" (DfE- 2020) to which candidates should refer. The Headteacher Person Specification places the "National Standards of Excellence for Headteachers" into context. The Selection Panel will assess each candidate against the criteria listed above.



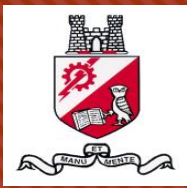
How To Apply

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, to arrange a visit or have a conversation with the Chair of Governors please email Ann Miles, HR Manager on: recruitment@westhatch.net or call 0208 504 8216.

Closing date for applications:	9am, 24th June
Interview Dates are:	Monday 8th July and Tuesday 9th July
Job Start:	January 2025 or sooner



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.