



## **WEST HATCH HIGH SCHOOL**

*a Business Enterprise Specialist School*

*"THE BEST THAT I CAN BE"*

*Foundation School 1171 pupils, 241 in Sixth Form*

*Headteacher: Mrs. F. Howarth M.A.*

### **ASSISTANT HEAD TEACHER**

#### **KS4 Raising Standards Leader**

**Leadership scale: 14 – 18**

**£54,790 - £ 60,341**

**Required for September 2017**

West Hatch High School are looking to appoint an experienced and highly effective leader with the energy, drive, enthusiasm and ambition to join an outstanding and dedicated Senior Team. This is a unique opportunity to work as part of a forward thinking leadership team, helping lead a successful and expanding school towards 'outstanding' as we increase the school roll by two forms of entry starting in September 2018.

The successful candidate will:

- Be an outstanding classroom practitioner
- Be an inspirational and enthusiastic leader with the ability to energise and motivate others
- Have a proven track record of ensuring outstanding student achievement through their own practice and by leading other staff.
- Have exceptional communication and interpersonal skills and a 'can do attitude'
- Be able to enhance the performance of a highly successful school
- Be an innovative, strategic thinker

We will offer:

- Students who thrive within our inclusive ethos and enjoy school
- Staff who are committed, hardworking and highly motivated
- Supportive governors who work in a positive partnership
- Opportunities and experiences in preparation for the next stage in your career

West Hatch is a thriving, heavily oversubscribed innovative school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement. We are keen to appoint an outstanding individual with a positive outlook and a proactive attitude - someone who will lead, enthuse and enrich the lives of the learners and staff with whom they work.

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.

Closing date: Monday 8<sup>th</sup> May 2017, midday  
Interviews will take place on 11<sup>th</sup>, 12<sup>th</sup> May 2017

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## **JOB DESCRIPTION**

**POST:**

**ASSISTANT HEADTEACHER**

**RESPONSIBLE TO:**

**HEADTEACHER**

**RESPONSIBLE FOR:**

Student progress and outcomes at KS4 (Yr9-11)

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.

**JOB SPECIFIC DUTIES:**

The specific duties will be dependent on the skills and experience of the successful candidate and alignment with our existing strengths.

**Generic School Leadership Responsibilities:**

All SLT members take responsibility for:

- Evaluating school performance and identifying priorities for improvement.
- Promote excellence, equality and high expectations for all students.
- Play a driving role in devising and delivering the school's vision, leadership and direction.
- Promote a safe and productive learning environment which is engaging, motivating and inspiring for all students.
- Undertake day-to-day management, organisation and administration tasks.
- Leading on day to day maintenance issues.
- Deputising for the Headteacher in his absence as 'Acting Head' as part of the school's Leadership Development Programme.
- Line managing curriculum areas/key stages.
- Participating in lesson observations and other quality assurance activities
- Being highly visible particularly at lesson changeover, before, after school, break and lunchtime, ensuring pupils arrive on time to school and class.
- Touring the school site regularly taking the necessary action to ensure the schools ethos is maintained and any areas of concern are followed through on and dealt with.
- Being in contact with senior colleagues and the Headteacher at all times during the school day.

- Continuing self development and participate in training and development activities.
- Covering the duties of other senior colleagues as and when required.
- Attendance at School Governor body meetings where appropriate playing an active role in specific sub committees.
- Furnishing reports to the School Leadership Team, Leadership Forum meetings, Governors and parents as required.
- Provide up to date data relating to areas of responsibility and information for the schools website and plasma screen based on role and responsibilities.

#### **Line management/coaching:**

- A number of departments (to be agreed)

#### **Specific role Responsibilities:**

- Co-ordinate the Whole School Intervention/Revision Programme at KS4
- Regularly review key marginal students and use resources available to motivate staff and students.
- Regularly review pupil timetabled provision – reorganising groups where appropriate
- Disseminate information to parents including vulnerable groups re the Programme in place.
- Co-ordinate parent's meetings for students on the Intervention Programme.
- Meet with parents where appropriate.
- Co-ordinate Heads of House facilitating intervention and support.
- Train/support staff on effective intervention strategies and effective use of data.
- Support departments in developing focussed assessments and structured teaching to maximum impact, ensuring progress checks are cumulative and staff understand level/grade boundaries and mark rigorously to Assessment criteria.
- Develop a bank of best practice interventions for staff.
- Oversight and co-ordination of students withdrawn/dropping certain subjects
- Meet with Heads of Departments to agree targets, interventions and feedback on individual students who are key to overall achievement targets.
- Support departments in use of Huddle and ensure all staff are utilising resources available.
- Support staff in ensuring that professional predictions are accurate and all staff are using fine grading
- Ensuring via departments that students are fully prepared for their pre public exams. Put in place Year 11 Revision and study skills support via in house/external input sessions.
- Using assemblies to motivate students at KS4 incentivising their efforts, linking progress to hone performance.
- Monitor very carefully 'in house variation' at Department or class teacher level, working closely with both to identify blockages and interventions/support required. Implement and monitor for impact.
- Monitor and take action where group performance is below expectations. Liaise with Pupil Premium RSL and SENCO to ensure all pupils make

progress, reporting to SLT, the Governing Body and external agencies where required.

- Identify via PiXL and put in place a range of strategies that will ensure staff are confident and competent in extending our more able students. Ensure that whole school targets for top end performance are achieved.
- Put in place a programme of peer mentors in Maths and English that is targeted and measures impact.
- Organise KS4 information evenings

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.



## Person Specification – Assistant Headteacher West Hatch High School

	CRITERIA	Essential/ Desirable			Assessed by: Application Form/Letter of Application/Inter view		
		E	D		AF	L	I
<b>A</b>	<b><u>EDUCATION AND QUALIFICATIONS</u></b>						
1	A good honours degree	√			√		
2	Qualified Teacher Status (QTS)	√			√		
3	Relevant higher degree		√		√		
4	Evidence of continuing professional development at a level appropriate to your present post	√			√		
5	Evidence of a desire to continue to develop professionally		√			√	√
<b>B</b>	<b><u>KNOWLEDGE AND EXPERIENCE</u></b>						
6	Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement	√				√	√
7	Understanding of key educational issues/change, combined with the ability to lead and co-ordinate their effective implementation	√				√	√
8	Understanding of the most effective strategies in improving student performance with a proven track record of implementation and impact.	√				√	√
9	Proven track record in leading, monitoring and managing staff including building developing and retaining a successful team, succession planning, delegating effectively and implementing and managing change	√				√	√
10	Awareness, understanding and commitment to Child Protection, Safer Recruitment and Safeguarding procedures.	√				√	√
11	Experience and commitment to teaching in a comprehensive school	√			√	√	√
12	Experience and knowledge of post 16 education		√		√	√	√
13	Knowledge of the potential of ICT to enhance learning, interpret and analyse data and understand school information systems	√				√	√
14	Experience of effectively working with others including parents, governors and external agencies	√				√	√
15	A proven track record of professionally developing colleagues.	√				√	√
16	Successful demonstrable experience of positive behaviour management and developing a student focused, inclusive and effective learning environment where high aspirations are fostered so that behaviour and attendance are outstanding	√				√	√

	CRITERIA	Essential/ Desirable			Assessed by: Application Form/Letter of Application/Inter view		
		E	D		AF	L	I
C	<u>PROFESSIONAL AND LEADERSHIP SKILLS</u>						
17	Ability to actively promote the school's values and ethos	√					√
18	Ability to use data effectively to highlight underachievement and use this information to impact upon student progress.	√					
19	Highly successful classroom practitioner, including evidence of impact on student progress through consistently outstanding teaching over time.	√				√	√
20	Can relate empathetically and professionally to parent/carers, staff, students, Governors, stakeholders and the wider community including government and regulating bodies	√					√
21	The ability to challenge, influence and motivate others with a clear vision for raising standards	√				√	√
22	Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice	√				√	√
23	Can promote the success and strengths of the school by being a visible and accountable high profile role model with a professional approach that demands excellence, confidence, trust and respect of the School and wider community including governmental and regulatory bodies	√					√
C	<u>PERSONAL QUALITIES</u>						
24	Proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively deliver common goals	√				√	√
25	An innovative, strategic thinker with excellent problem solving skills	√					√
26	A positive, professional role model for staff and students, with high expectations of themselves and others	√					√
27	Articulate, attentive, respectful, ethical and approachable with excellent interpersonal communication skills both verbally and in writing	√				√	√
28	Excellent attendance and punctuality.	√				√	√
29	Energy, integrity, commitment and a sense of humour	√					√
30	Builds strong relationships and is able to work effectively as part of a team.	√				√	√
31	A passion for helping young people develop, learn and achieve their best, whatever their starting point	√				√	√

April 2017

Dear Applicant

Thank you for your interest in the post of Assistant Headteacher at West Hatch High School. We are looking to appoint an experienced and highly effective leader to join an outstanding and dedicated Senior Team. This is an extremely exciting time for the school with an increase in roll by 2 forms of entry from 2018. This post will be pivotal in working within the Senior Team to help shape the future for the students at West Hatch and support our continual drive for improvements within all aspects of the school.

The West Hatch ethos is to provide the very best learning environment, opportunities, and outcomes for all students. We support and develop them into becoming confident and assured members of the School community, and prepare them as they go forward into the next stage of their development, including into further education and the workplace.

The last Ofsted inspection in 2013 judged the School to be good with outstanding features. The report noted that improvements in outcomes had been due to senior leaders' and governors' attention to detail and their persistent, successful focus on improving teaching. The successful candidate will display the drive and determination to continue these improvements through innovative approaches, outstanding leadership skills and a 'can do' attitude.

West Hatch is oversubscribed with a vibrant sixth form and are highly regarded in the local community. We offer a broad and balanced curriculum at all key stages and believe in offering all of our students the opportunity to broaden their horizons and therefore provide them with the best possible life chances.

To meet rising demand for secondary school places in south west Essex agreement has been reached with Essex County Council Education Department to expand the School to nine forms of entry from the September 2018 school year. Plans are underway to provide the additional facilities required.

In order to support professional growth and development the rotation of roles within the Senior Leadership Team is encouraged. We are looking for an Assistant Headteacher who takes their own and others professional development seriously and has the desire to take the opportunities on offer in preparation for the next stage in their career.

The role of KS4 Raising Standards Leader requires the successful candidate to have a proven track record and a secure grasp of the use of data while showing the ability to use the information they receive to work with teachers, students and parents to ensure students make outstanding progress in their learning.

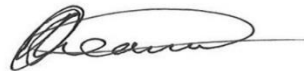
We are seeking to appoint an outstanding, inspirational leader who believes in unlocking the potential of young people, supporting students as well as staff to be the best that they can be.

I welcome the opportunity for prospective candidates to visit the school. Should you wish to do so please contact the Headteachers PA, Jackie Ofori-Amanfo on 0208 5048216 or email on [JOfori-Amanfo@westhatch.essex.sch.uk](mailto:JOfori-Amanfo@westhatch.essex.sch.uk) to arrange an appointment.

The closing date for applications is midday on Monday 8th May and interviews will be held on the 11th, 12th May. Please ensure that you complete the application form and write a letter of no more than 2 sides of A4 in support. Please complete via TES online direct or email your application form and supporting documents to [admin@westhatch.essex.sch.uk](mailto:admin@westhatch.essex.sch.uk).

Thank you again for your interest in this post and we look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Daniel Leonard', with a horizontal line extending to the right.

Daniel Leonard  
Headteacher Designate