

January 2020

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at West Hatch High School. The post has arisen as a result of the school's expansion and subsequent significant increase in pupil numbers. This post will be pivotal in helping shape the future for the pupils at West Hatch and support our continual drive for improvements within all aspects of the school.

West Hatch is a family, and our vision is to develop our students academically and personally. The same is true for our staff, and I am committed to developing staff in terms of pedagogy and also professionally; the successful candidate will be passionate about working with young people and developing staff, but also keen to develop their own skills and knowledge in preparation for their own next steps. In order to support professional growth and development the rotation of roles within the Senior Leadership Team is encouraged.

West Hatch is a 'Good' school with many Outstanding features. In our most recent Ofsted report, Inspectors stated that the 'Leadership team have set the tone for the school's high aspirations'. As a team we work very effectively together for the benefit of everyone in our community. I expect leaders across the school to be visible, supportive, challenging when necessary but also show the ability to build strong relationships with students, staff, parents and governors alike.

West Hatch is heavily oversubscribed, with a vibrant Sixth Form and is highly regarded in the local community. We offer an innovative, broad and balanced curriculum at all Key Stages and believe in offering all of our pupils 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, the school reached an agreement with Essex County Council Education Department to expand to nine forms of entry from September 2018. As a result considerable building work has taken place in the school and we will soon have state of the art facilities in a range of subject areas including a new sports centre. This really is an exciting time to join the team.

We are seeking to appoint an outstanding, inspirational leader who believes in unlocking the potential of young people, supporting pupils 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 my PA, Louise Chittock on 0208 504 8216 or email on lchittock@westhatch.net to arrange an appointment.

The closing date for applications is 3pm on the 5th February and interviews will be held on the 12th and 13th February. Thank you again for your interest in this post and we look forward to receiving your application.

Yours sincerely



Headteacher



WEST HATCH HIGH SCHOOL

a Business Enterprise Specialist School

"THE BEST THAT I CAN BE"

Foundation School 1299 pupils, 247 in Sixth Form

Headteacher: Mr D. Leonard

DEPUTY HEADTEACHER

**Responsible for the quality of Teaching and Learning,
Staff Recruitment and Retention.**

Group 7 – ISR Range 19-24 (£65,109 - £73,446)

Required for September 2020

As a result of a significant school expansion, the Governors are seeking to appoint an individual with the energy, drive, enthusiasm and ambition to be Deputy Head. This is a unique opportunity to work as part of a forward thinking, innovative leadership team; helping lead the school towards further success in the future.

The successful candidate will:

- Be an inspirational and enthusiastic leader with the ability to energise and motivate others,
- Be committed to continuing to raise standards with a proven commitment to learners and staff,
- Have exceptional communication and interpersonal skills and a 'can do attitude,'
- Be able to enhance the performance of a highly successful school,
- Demonstrate excellent communication skills and
- Be a 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 school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement.

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: 3pm on Wednesday 5th February 2020
Interviews will take place on 12th & 13th February 2020

High Road, Chigwell IG7 5BT

Tel: 020 8504 8216

Email: recruitment@westhatch.net

www.westhatch.net



JOB DESCRIPTION

POST: DEPUTY HEADTEACHER

RESPONSIBLE TO: HEADTEACHER

RESPONSIBLE FOR: TEACHING AND LEARNING, PMR,
RECRUITMENT AND RETENTION

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 SLT members take responsibility for;

- Evaluating school performance and identifying priorities for improvement.
- Promote a safe and productive learning environment, which is engaging, motivating and inspiring for all students.
- Undertake day-to-day management, organisation, maintenance and administration tasks.
- 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 regularly during the school day.
- Covering the duties of other senior colleagues as and when required.
- Attendance at School Governor Body Meetings where appropriate, and 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 school's website and plasma screen based on role and responsibilities.

The following aspects are key to SLT effectiveness and an expectation of all members of SLT:

- Being present, visible and accessible.
- Not saying we're too busy, giving people time.
- Supporting and challenging (in private).
- Being role models – acting as we expect others to.

- Ensuring an absolute focus on the 'vision' – being selective on what we pursue.
- Taking an interest in people – being authentic.
- Taking a collective responsibility.
- Feeding back to staff on decisions.
- Being robust and resilient, modelling well-being and workload.
- Talent spotting - identifying and cultivating talent.

Job Specific Duties

OFSTED Focus: Teaching and Learning, PMR, Recruitment and Retention

- To ensure high quality Teaching and Learning at departmental level across the school, ensuring opportunities for staff to share good practice including regularly updating and monitoring the school's best practice site.
- Recruitment and retention of staff, including leading on recruitment strategies eg. The Year 14 programme.
- To put in place a robust intervention, support and quality assurance/monitoring cycle at departmental level and whole school, addressing areas of concern as required.
- Use research to keep up to date on best practice, developing teachers as researchers across the school.
- Lead on staff/department professional development/training events (CPD) – specifically to improve pedagogy (developing teachers) – linking to department evaluation and improvement planning.
- Oversight and strategy for non-specialist teachers subject knowledge development.
- Performance Management oversight and evaluation, including value for money for those on UPS.
- Develop and monitor the school's systems for Assessment for and of Learning, Marking and Homework.
- Oversight of staff probationary.
- Development of teacher training and development programmes from Beginning Teachers to those with the most experience (working alongside the coordinator).
- Oversight of teaching staff induction, staff handbook and assessment calendar annually.
- Preparing the Leadership Forum Agenda.

Organise the following events:

Year 7 Graduation Day.

Line Management Responsibility

A number of Departments (as agreed annually).

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.

January 2020



Person Specification – Deputy Headteacher West Hatch High School

| | CRITERIA | <i>Essential/ Desirable</i> | | | <i>Assessed by: Application Form/Letter of Application/ Interview</i> | | |
|----------|---|---------------------------------|----------|--|---|----------|----------|
| | | <i>E</i> | <i>D</i> | | AF | L | I |
| A | <u>EDUCATION AND QUALIFICATIONS</u> | | | | | | |
| 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 | <u>KNOWLEDGE AND EXPERIENCE</u> | | | | | | |
| 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 | 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 | √ | | | | √ | √ |
| 9 | Awareness, understanding and commitment to Child Protection, Safer Recruitment and Safeguarding procedures. | √ | | | | √ | √ |
| 10 | Experience and commitment to teaching in a comprehensive school | √ | | | √ | √ | √ |
| 11 | Experience and knowledge of post 16 education | | √ | | √ | √ | √ |
| 12 | Knowledge of the potential of ICT to enhance learning, interpret and analyse data and understand school information systems | √ | | | | √ | √ |
| 13 | Experience of effectively working with others including parents, governors and external agencies | √ | | | | √ | √ |

| | CRITERIA | Essential/ Desirable | | | Assessed by: Application Form/Letter of Application/ Interview | | |
|----------|---|-------------------------|---|--|--|---|---|
| | | E | D | | AF | L | I |
| 14 | A proven track record of professionally developing colleagues. | √ | | | √ | √ | |
| 15 | 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 | √ | | | √ | √ | |
| C | <u>PROFESSIONAL AND LEADERSHIP SKILLS</u> | | | | | | |
| 16 | Ability to actively promote the school's values and ethos | √ | | | | √ | |
| 17 | Highly successful classroom practitioner, including evidence of impact on student progress through consistently outstanding teaching over time. | √ | | | √ | √ | |
| 18 | Can relate empathetically and professionally to parent/carers, staff, students, governors, stakeholders and the wider community including government and regulating bodies | √ | | | | √ | |
| 19 | The ability to challenge, influence and motivate others with a clear vision for raising standards | √ | | | √ | √ | |
| 20 | Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice | √ | | | √ | √ | |
| 21 | 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> | | | | | | |
| 22 | Proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively deliver common goals | √ | | | √ | √ | |
| 23 | An innovative, strategic thinker with excellent problem solving skills | √ | | | | √ | |
| 24 | A positive, professional role model for staff and students, with high expectations of themselves and others | √ | | | | √ | |
| 25 | Articulate, attentive, respectful, ethical and approachable with excellent interpersonal communication skills both verbally and in writing | √ | | | √ | √ | |
| 26 | Excellent attendance and punctuality. | √ | | | √ | √ | |

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|----|---|---------------------------------|----------|--|---|----------|----------|
| | | <i>E</i> | <i>D</i> | | AF | L | <i>I</i> |
| 27 | Energy, integrity, commitment and a sense of humour | √ | | | | | √ |
| 28 | Builds strong relationships and is able to work effectively as part of a team | √ | | | | √ | √ |
| 29 | A passion for helping young people develop, learn and achieve their best, whatever their starting point | √ | | | | √ | √ |

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