



## **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

# **DEPUTY HEADTEACHER**

**Pupil behaviour and values, welfare, and character development**

**Group 7 – ISR Range 19-24 (£78,926 - £89,033)**

**Required for September 2025 or sooner**

We are looking for an exceptional and committed teacher with the energy, drive, enthusiasm and ambition to be Deputy Headteacher. 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 is a thriving, heavily oversubscribed, non-selective secular Academy School providing outstanding education to students aged 11 – 18. Our success builds upon the strong links between students, staff, parents, the Governing Body and the wider community.

The role is suitable for an experienced teacher and outstanding leader, the new Deputy Headteacher will benefit from:

- A dedicated and hardworking team of highly professional staff who are ambitious for all pupils, securing continual improvement in a changing educational landscape.
- A highly skilled, ambitious and hardworking Senior Leadership Team.
- Students who want to learn and take part in all aspects of school life.
- Governors who have high expectations in delivering the strategic direction of the school and are positive and supportive.
- Development, training, and support for all staff.
- A well-managed budget.
- The school was inspected by Ofsted in November 2023 and was judged to be 'Good'.

To apply you may submit your application direct through TES or visit our school website and email it direct to: [recruitment@westhatch.net](mailto:recruitment@westhatch.net).

A curriculum vitae (CV) on its own will not be accepted.

Your letter of application should be no more than 2 sides of A4, in Arial font size 12 and include how you meet the requirements of the person specification.

To find out more please email: [recruitment@westhatch.net](mailto:recruitment@westhatch.net) or call HR on 0208 504 8216

**Closing date for applications: 9am on 20<sup>th</sup> January 2025**

**Interviews will take place on Wednesday 29<sup>th</sup> January and Thursday 30<sup>th</sup> January 2025**

## **JOB DESCRIPTION**

### **POST:**

Deputy Headteacher

### **RESPONSIBLE TO:**

Headteacher

### **RESPONSIBLE FOR:**

Pupil behaviour and values, welfare, and character development

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This appointment is subject to an enhanced DBS check and positive references.

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## **Generic School Leadership Responsibilities**

All Senior Leadership Team (SLT) members are responsible for:

- Evaluating school performance and identifying priorities for improvement.
- Promoting a safe, productive, and inspiring learning environment for all students.
- Managing day-to-day organisation, administration, and maintenance tasks.
- Participating in lesson observations and other quality assurance activities.
- Being highly visible during key times (lesson transitions, before/after school, break, and lunch), ensuring pupils arrive punctually to school and lessons.
- Conducting regular site tours to uphold the school ethos and addressing areas of concern promptly.
- Maintaining regular contact with senior colleagues and the Headteacher throughout the school day.
- Covering the responsibilities of other senior colleagues when required.
- Attending School Governing Body meetings as needed and actively contributing to relevant sub-committees.
- Preparing reports for the SLT, Leadership Forum, governors, and parents as required.
- Providing up-to-date data for areas of responsibility, including content for the school website and displays.

Key expectations for all SLT members:

- Being present, visible, and accessible to staff and students.
  - Demonstrating approachability and dedicating time to others.
  - Supporting and challenging staff appropriately.
  - Acting as role models, reflecting the school's high standards.
  - Focusing on the school's vision and being selective in prioritizing initiatives.
  - Building authentic relationships.
  - Taking collective responsibility for SLT decisions and initiatives.
  - Communicating decisions effectively to staff.
  - Demonstrating resilience and modelling well-being and workload balance.
  - Identifying and nurturing talent among staff.
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## Job-Specific Duties

### Focus: Pupil Behaviour and Values, Welfare, and Character Development

Work with the Assistant Headteacher, Behaviour and Pastoral teams to:

- **Promote and embed a positive school ethos:** Lead and further develop the consistent implementation of the school's behaviour and values policies.
- **Ensure high standards of behaviour:** Use behaviour data to identify trends, address concerns, and celebrate achievements through rewards systems.
- **Foster strong student welfare systems:** Oversee pastoral care to ensure every pupil feels safe, supported, and able to thrive academically, socially, and emotionally. Lead on attendance by becoming our 'Attendance Champion'.
- **Promote inclusion and equity:** Work with the SENDCO and safeguarding teams to provide tailored support and ensure equal opportunities for all students.
- **Enhance character development:** Develop initiatives that promote character education in line with the school's core values. Oversee the coordination of key areas for character development so that messages remain consistent and responsive to need: assemblies, PSEC, drop down days, commentary on the headteachers newsletters, form messages, website updates, etc. As well as ensuring extra / supra curricular and enrichment opportunities are embedded throughout the school
- **Engage with parents and carers:** Build strong relationships with families through effective communication, guidance, and support regarding pupil behaviour and welfare.
- **Lead professional development:** Deliver training for staff on behaviour management, restorative practices, and strategies to support well-being and character growth.
- **Support smooth transitions:** Oversee effective induction systems for pupils transitioning into Year 7, leaving Year 11, or joining the school mid-year.
- **Monitor and report:** Assess the impact of behaviour and welfare policies through data analysis, surveys, and focus groups, providing updates to governors and OFSTED as required.
- **Create a safe and purposeful environment:** Foster a calm and orderly culture that supports learning and personal development.

### Event Organisation:

- Coordinate the Year 7 Graduation Event and other relevant events.
- Assembly rota
- Awards Evenings
- Open Evening

### Line Management Responsibility:

- Oversee specific departments, as agreed annually.
  - Assistant Headteacher responsible for Behaviour & safeguarding
  - SENCO
  - PSEC/RSE Lead
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**Additional Notes:**

- SLT members may experience role rotation based on the school's needs, as determined by the Headteacher.
- Duties listed are neither exclusive nor exhaustive; the Headteacher may assign additional responsibilities within the scope of the post.
- The post holder is expected to attend relevant meetings and evening events.
- SLT members should consistently uphold the highest professional standards, serving as role models for staff and students, and embodying the values of West Hatch High School and its wider community.

Date: January 2025

## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Deputy 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 Deputy Headteacher role will focus on leading pupil behaviour and values, welfare, and character development. 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.

I warmly invite you to visit our school to experience the unique atmosphere that makes West Hatch so special. To arrange a visit, please contact my PA, Louise Chittock, at 0208 504 8216 or via email at [lchittock@westhatch.net](mailto:lchittock@westhatch.net).

The closing date for applications is Monday 20<sup>th</sup> January at 9am, and interviews will take place on Wednesday 29<sup>th</sup> January and Thursday 30<sup>th</sup> January 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