West Hatch High School

The Best That I Can Be



Recruitment Pack

Learning Support Assistant

Required ASAP

Employment status	Term Time
Application closing date	Tuesday 7th December
Interviews commence	Thursday 9th December

www.westhatch.net

@WestHatchHigh1

recruitment@westhatch.net

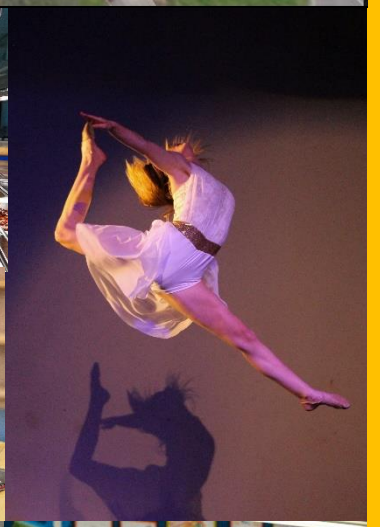
020 504 8216















ABOUT WEST HATCH HIGH SCHOOL



Thank you for your interest in this post. This is an exciting time at the school with a significant expansion of pupil numbers and the school site; we are a school that is going places and are looking forward to appointing someone to this position who will join us on this journey.

West Hatch is a family and our vision is to develop our students academically and personally. Our vertical tutoring and House system ensures we are a community and this vision permeates across the school - through students, staff, governors and parents.

The desire to grow our students is also true for our staff and I am committed to the professional development of all our staff, with bespoke training to support development in their own role while also offering opportunities to take on wider roles across the school. Many of our support staff take on a range of different roles during their time at West Hatch and this is positively encouraged by the Senior Team. The successful candidate will be passionate about working with young people and ambitious for their futures, while committing to work as part of the wider school community to help us make a difference.

Staff well-being and workload is also a key consideration for myself and the Senior Team with many strategies, such as no evening, weekend or holiday emails supporting our staff's work-life balance. We are passionate about ensuring what we do has an impact and if it does not we will no longer do it.

I hope that the information in this pack helps you to understand a little more about the role, the school and what we stand for; we welcome visits from prospective staff to get a feel for West Hatch.

Daniel Leonard

Headteacher



LEARNING SUPPORT ASSISTANT

West Hatch High School is looking for a Learning Support Assistant who is willing to work as part of a team and do what it takes to support the school in improving the education and lives of its students.

West Hatch is a heavily oversubscribed 11-18 school with over 1300 students on roll including a vibrant Sixth Form with over 300 students; the school has a long tradition of success and is highly regarded in the local community.

We deliver innovative, 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.

Our staff are committed to developing children beyond academic performance, provide engaging, and thought provoking learning inside and outside of lessons. This is true of both our teaching and support staff; we consider ourselves a community who support each other for the benefit of all at the school.



Significant numbers of staff at West Hatch have flexible working patterns. Where possible, based on the school's needs, we will always work with staff to support their individual needs.

We are now looking to appoint an efficient and enthusiastic Attendance Officer to join our Pastoral Team.

JOB INFORMATION

REPORTS TO:

Head of SENCO



JOB DESCRIPTION – RESPONSIBILITIES

The successful candidate will be able to demonstrate:



- Provide particular and skilled support and feedback to pupils with severe learning, communication, social, emotional and mental health, sensory or physical difficulties
- Continually assess pupil's progress within lessons and alleviate misconceptions where necessary to reduce barriers to their learning.
- Provide particular and skilled support to all pupils in a particular learning area (e.g. ICT, National Curriculum subject)
- Take an active role in the preparation of resources where required.
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- To collaborate with class teachers to implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate

Please click link for full job description and person specification
https://www.westhatch.net/_site/data/files/C21948804779778B077D1F2E4084C523.pdf







THE WEST HATCH FAMILY

Our Culture and School Ethos

'The Best That I Can Be'

West Hatch has a special ethos; 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.

West Hatch is a thriving, diverse and successful school that has, for a considerable amount of time, held a great standing within the community. There is a tangible sense of purpose and calm about the school.

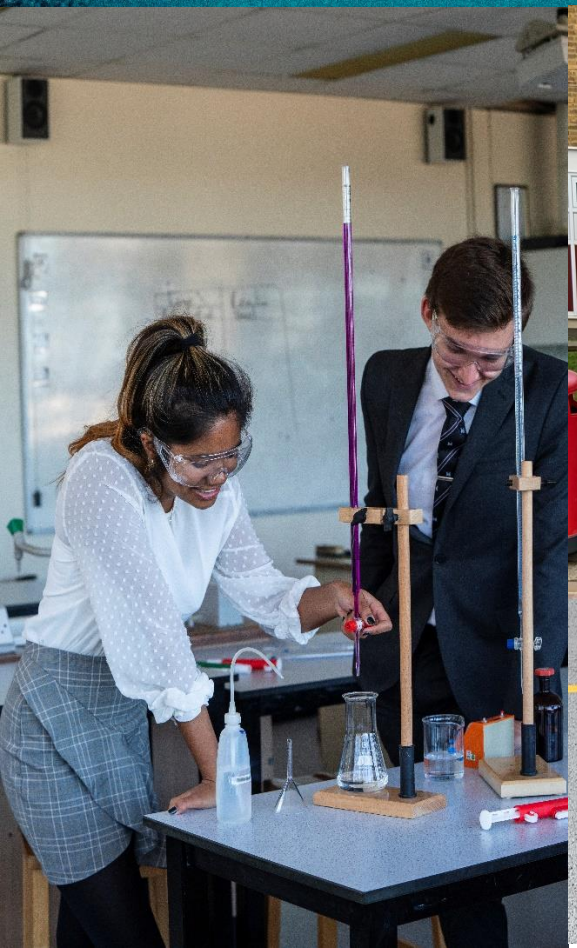
At West Hatch, we provide our students with the opportunities to expand their horizons, to become what they did not know they could be and help them to believe in themselves and have exceptionally high aspirations for their future.

We are looking for staff who are committed to developing our students as people; we are not an exams factory and wish to provide our students and staff with every possible opportunity to develop inside and outside the classroom.

Our Culture…

- We treat our staff as professionals. We ensure you are supported and trained in your role but we do not micromanage.
- We believe that collaboration leads to innovation and actively encourage our staff to work together in and across Teams. We want our staff to involve themselves in wider aspects of school life.
- We expect our staff to be treated with consideration and respect. A key part of our school values and an expectation from everyone inside and outside of our community. Disrespectful behavior to our staff is swiftly challenged and addressed.
- Duty staff are available every period supporting staff to ensure a calm, purposeful environment throughout the school.
- The Headteacher is passionate about eradicating poor behaviour and is determined to ensure that our school functions without disruption.







YOUR WORKLOAD



The Governing Body and Senior Team are passionate about staff workload. **We are a listening school.** Workload is explored with all staff annually during "School Improvement Day" where staff are given the opportunity to explain the barriers to their work and the things that cause them most stress. This is followed up by 6 weekly Staff Voice meetings (led by Staff Governors) which make a real difference to how we lead and manage

- To support work life balance we do not allow emails between 7pm and 7am during the week, at weekends and during the school holidays.
- All staff are given the opportunity to feedback to the Senior Team annually on their performance through the 360-review process.
- A staff wellbeing group has been developed to explore opportunities to support staff with their wellbeing and workload; they meet regularly throughout the year.
- We are a school that makes changes for the benefit of the students and staff, not for OFSTED. As a result we reduce where possible the number of changes we make each year, focusing only in those things that really make a difference.
- The Headteacher is flexible where possible to support staff with the conflicting needs of work and family life.
- We employ a full time school counsellor for staff to access. He provides regular videos as part of briefing to support staff wellbeing.
- The Headteacher meets small groups of staff regularly to check on their wellbeing and workload, and is available every day before school for staff to 'drop in'.
- The Headteacher supports staff requests to work part time where possible enabling staff to maintain a better work-life balance.





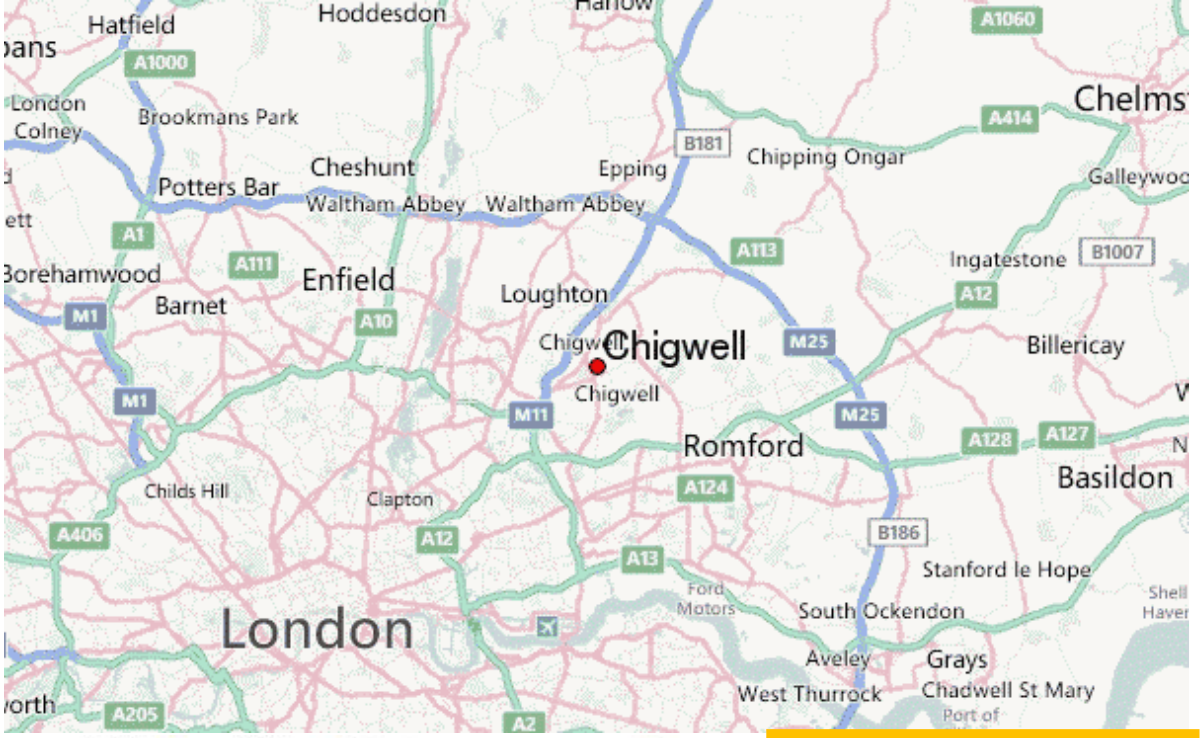
YOUR DEVELOPMENT

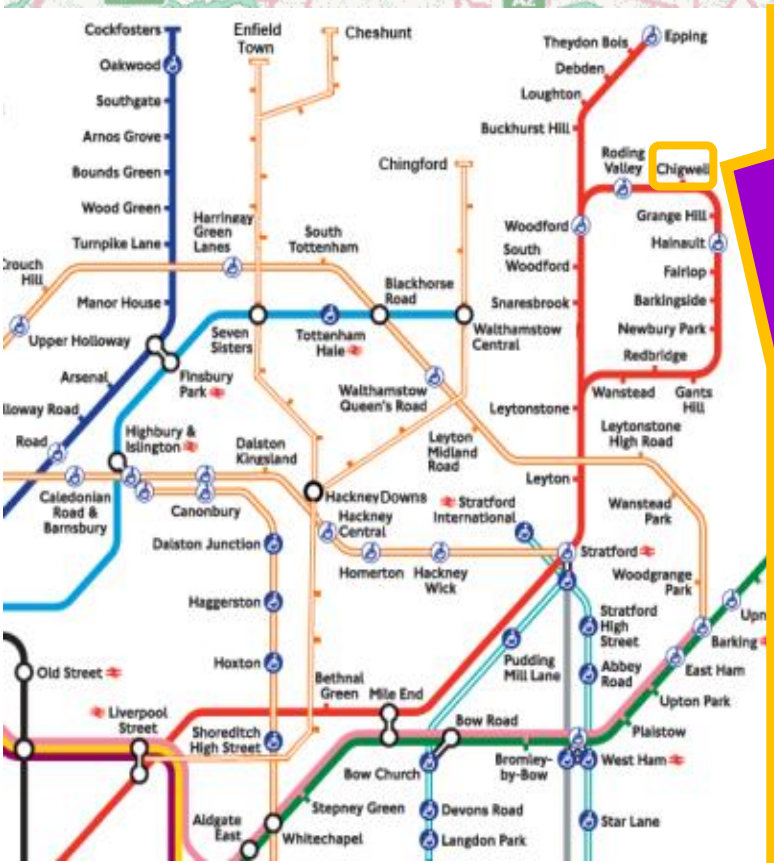


Staff development is a fundamental part of the CPD structure of West Hatch. When staff join West Hatch they tend to stay and this is, in part, because of leader's commitment to staff development and opportunities for staff to develop themselves within their roles and within the wider school.

Many of our staff change roles throughout their time at West Hatch, taking on new and exciting challenges and developing their experiences.

- Often our staff join us having had successful careers in other schools or industries. We are passionate about utilizing the skills and experiences our staff bring to the school and are always keen to explore how to improve our provision.
- INSET is based in departments allowing Teams to focus on what is most important to them.
- We are an outward facing school and support staff to work with other schools to develop their craft.
- We offer a range of opportunities for staff to take on other roles outside of their core job. This supports both the school and our staff's development.
- We are proud of our **Women in Leadership** programme, which involves coaching, and peer support as well as external speakers. This has already made a significant impact on the numbers of women in leadership positions at all levels in the school.
- As part of our **Women in Leadership** programme, we have maternity coaching and support, in the knowledge the transition between motherhood and work has its own unique set of challenges.
- Finally, staff appraisal is a development process at West Hatch, not a paper exercise focused purely on achievement. We use this to help us map out the experiences staff want to help carve out their future career and excel in the roles they hold.





The School is situated on the Central Line, a direct line to Stratford, Liverpool Street and the centre of London.

It is therefore easily accessible to staff who do not live in close proximity.

ABOUT WEST HATCH HIGH SCHOOL

West Hatch High School is a secondary school located in Chigwell, Epping Forest, Essex (near Woodford Bridge). The area now occupied by West Hatch was previously the western gate (or hatch as it would have been known) into Epping Forest; it is from these roots that the school derives its name. Built in 1957 (as West Hatch Technical High School) on Chigwell High Road the grounds have been renovated on numerous occasions developing the many acre site into 7 main teaching buildings.

The school is currently undergoing further transformation because of increased numbers of students with additional Science, Technology and Music rooms, a 9-classroom English block and state of the art Sports Hall with Fitness Suite and Dance Studio in the final stages of development. By 2022, the school will have 1600 students on roll.

Situated on the border of London and Essex, the staff receive Fringe allowance to work at the school. The school's location also allows easy access for staff with significant transport infrastructures; large numbers of our staff live in areas such as Chelmsford, Harlow, Bishops Stortford, Ware and Cheshunt due to the motorway links as well as high numbers who live in and around London who access the school via public transport.

All of our students live within 4 miles of the school and therefore clubs and activities before and after school are easily accessible.

West Hatch is a **family** dedicated to our students developing both academically and personally, opening doors and unlocking potential. If our passion for our students resonates with you, **come and be part of our Team**.