West Hatch High School

The Best That I Can Be



Recruitment Pack

Learning Support Assistant

Required ASAP

Employment status	Full Time
Application closing date	Monday, 23rd November at 9 am
Interviews commence	TBC

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 developing staff both pedagogically and also professionally, offering a range of opportunities to take on wider roles in departments and across the school. The successful candidate will be passionate about working with young people and ambitious to progress their, and others', skills and knowledge in preparation for their own next steps.

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 impact and if it doesn't 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.

Victoria Schaefer

Headteacher



Learning Support Assistant

West Hatch High School is looking for a Learning Support Assistant. This is an exciting opportunity to join an established and successful department, who work exceptionally hard together as a team to deliver a high quality and challenging curriculum across Key Stage 3, 4 and 5.

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 an 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 and provide engaging and thought provoking learning inside and outside of lessons.



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.

JOB INFORMATION

REPORTS TO:

SENDCO



JOB DESCRIPTION – RESPONSIBILITIES

We are seeking a dedicated and enthusiastic Learning Support Assistant to support students with SEND through inclusive physical education (Target Team) and tailored learning activities. Working closely with the SENDCo, PE department and teaching staff, you will help pupils develop confidence, independence and achieve their individual learning and EHCP outcomes both in and beyond the classroom.



Please click the link for full job description and person specification: WEST HATCH HIGH SCHOOL





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 didn't know they could be and help them to believe in themselves and have exceptionally high aspirations for their future.

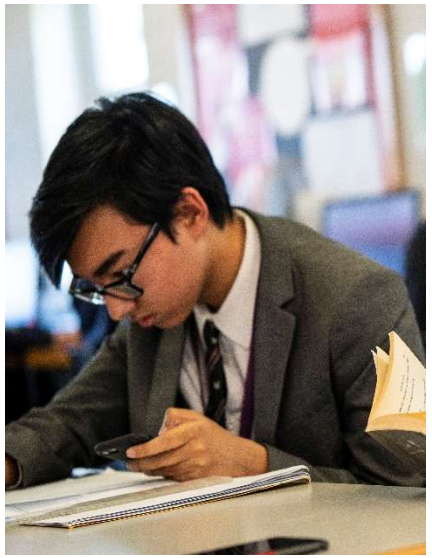
We are looking for staff who are committed to developing our students as people, we are not an exams factory and wish to provide our students and staff with every possible opportunity to develop inside and outside the classroom.

The Culture of Teaching and Learning at West Hatch

- We treat our staff as professionals. There is no one way of teaching and we understand that progress happens over time, not in a 20 minute period. We want teachers to take risks and try new things to engage students and develop their knowledge and understanding of educational research.
- We have an innovative and engaging curriculum, which allows our students to try a broad range of subjects that excites them before selecting their KS4 options.
- Class sizes are kept as low as possible. On average at KS3 28 students, 22 at KS4 and 10 at KS5.



The Culture of Teaching and Learning at West Hatch



- We are proud of our open door policy and our staff feel completely at ease when anyone enters their classroom as we do not scrutinize individual lessons but use a range of information to celebrate or support staff where needed.

- We do not monitor teaching through formal lesson observations because our staff feedback suggests it causes them the most stress. We do not grade any lessons.

- We believe in 'teachers as researchers' and have developed links with Cambridge University to support this. Our CPD is based on action research – using the expertise within the school to try to improve what is most important to their department and share that with others to help improve their practice.

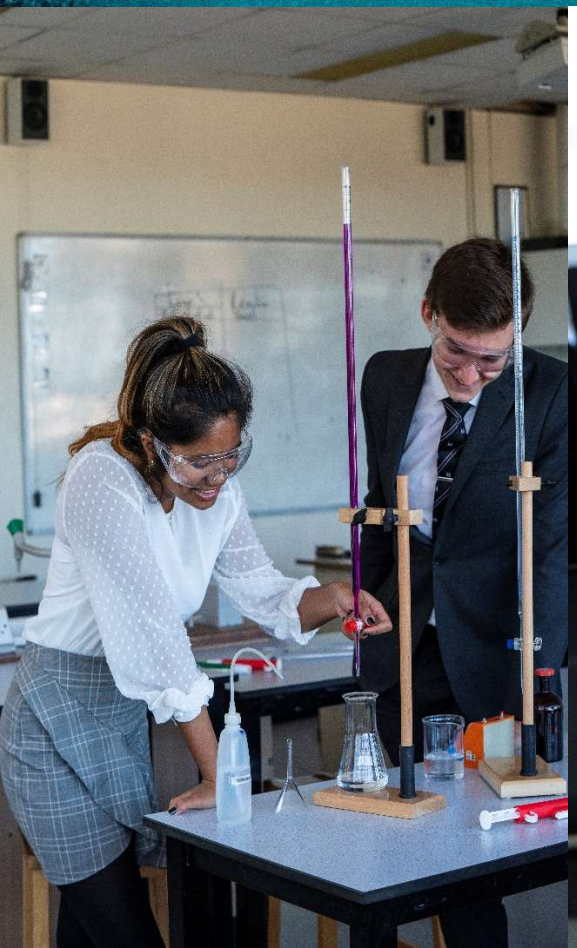
- The Senior Team take a lead on after school detentions so that our staff can focus on planning engaging lessons for our students. Teachers only lead one after school detention every 4-6 weeks on average.

- 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 teachers can teach without disruption.

- Extra curricular activities are important to us, trips and visits are encouraged as are clubs, activities and events during the school day.







YOUR WORKLOAD



The Governing Body and Senior Team are passionate about staff workload. This 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 termly Staff Voice meetings (led by Staff Governors) which make a real difference to how we lead and manage the school.

- To support work life balance we do not allow emails between 7pm and 7am during the week, at weekends and during the school holidays.
- Our Governors have supported an additional CPD day to allow staff to mark PPE's (mock examinations), understanding that marking them and teaching a full timetable increases workload and stress.
- Parents are not permitted to phone teachers directly to complain about detentions. Our teachers are treated as professionals who have the right to challenge poor behaviour and set detentions for students where they are not behaving as expected.
- Marking and feedback expectations are reasonable and sustainable. We ask for one detailed piece of feedback each half term but promote marking techniques that minimize teacher's workload. All other marking is completed using highlighters followed by planned reflection time for students to ensure that they do more work than the teachers
- 'Progress Checks' and reports to parents occur three times per year and there are no written reports expected, we focus on the development of knowledge, skills and students attitudes to learning.
- We offer staff the opportunity to do 'Banked Cover'. Each hour of 'Banked Cover' constitutes an hour in lieu to attend events they may normally not receive permission to attend.
- All our teachers are provided with laptops. We do not clock watch and staff are welcome to work where and when they wish outside of school hours.





YOUR DEVELOPMENT

Staff development, both in terms of teaching and learning and leadership development, are fundamental parts of the CPD structure of West Hatch. When teachers come to West Hatch they tend to stay and this is, in part, because of leader's commitment to staff development, both pedagogical and in terms of leadership.

We offer a range of opportunities for staff.



- Schools are successful because of high quality teaching and learning and teachers at all stages of their career deserve the best possible CPD. We have a significant training budget which is accessible to staff for subject development, we also provide extended time within departments across the year to work together to support each other's subject and pedagogical knowledge.
- 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 are developing teachers as researchers so that staff are able to complete action research within their classrooms to try new things based on sound education research.
- NQT's are given time and support. All NQT's are provided with a mentor within their department with time provided and weekly meetings scheduled for them.
- We have developed a **five year progression map** for staff; our teachers do not get supported for one NQT year and then let loose, but are supported in developing a five year plan to map out the experiences they want to help carve out their future career.

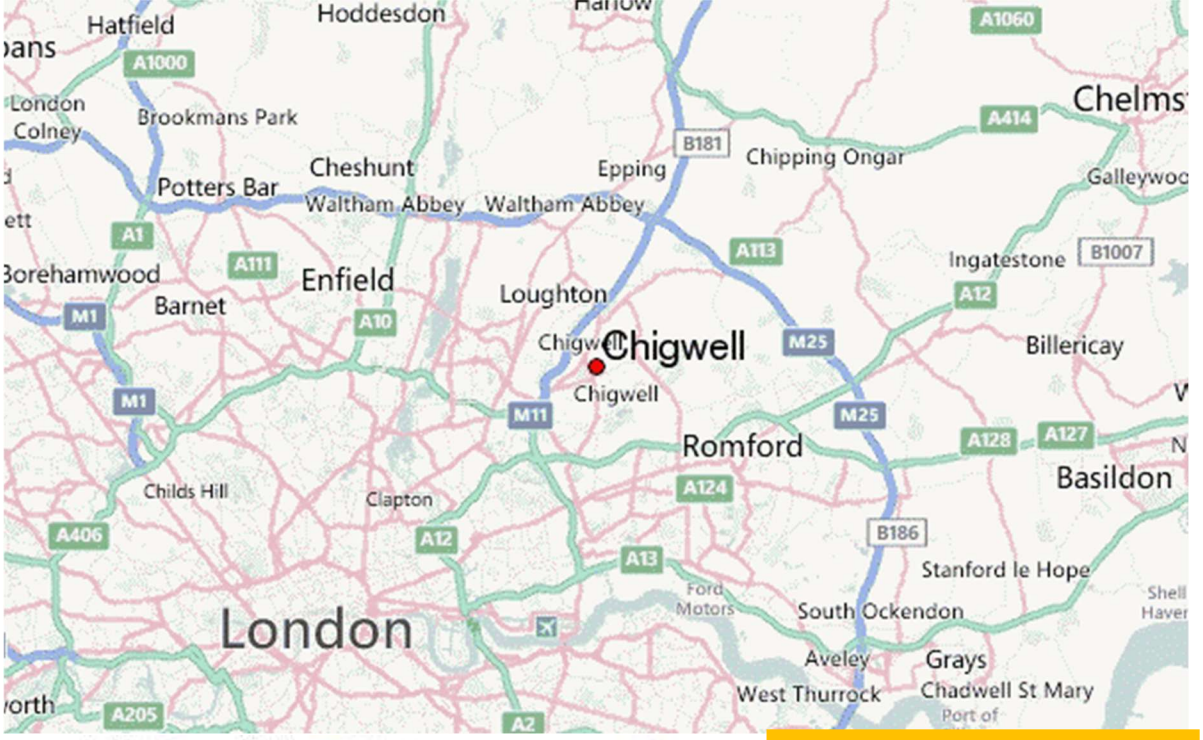


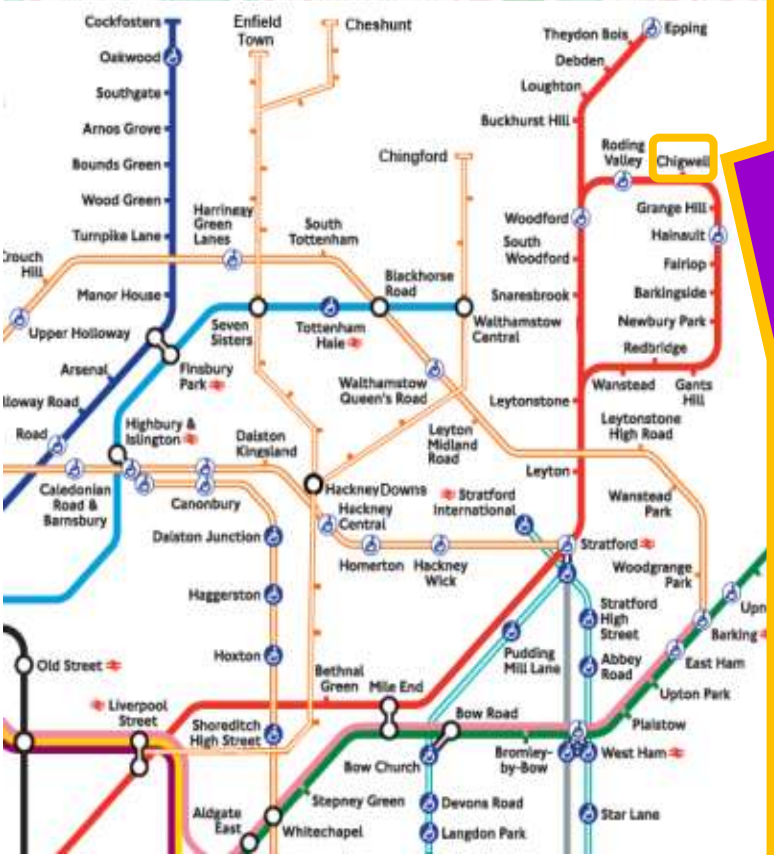


YOUR DEVELOPMENT



- Weekly development meetings are in place for all new staff and NQT's, led by experienced staff from within the school.
- 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.
- We offer a significant number of development opportunities within departments and also across the school, some of which are paid roles and some are offered for development purposes only.
- Our leadership development focus ensures staff can access opportunities for experience within the areas they are interested in. We have Deputy Head of House posts available annually for those interested in pastoral work, staff can shadow Heads of Department for example and we also have two staff seconded onto the Senior Team each year.
- Staff can take advantage of a TLR3 payment each year by proposing a project which interests them and supports school improvement.
- Finally, staff appraisal is a development process at West Hatch, not a paper exercise focused purely on achievement. It is there to develop staff both inside and outside of the classroom.





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 has undergone further transformation as a result 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.

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**.