



**William Morris**  
**Sixth Form**  
Empowerment through Learning

# Job Vacancy Application Pack





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Sixth Form**

Empowerment through Learning

Dear Applicant,

Thank you for your enquiry about our vacancy for a Personal Tutor, which is offered on a 32.5 hour per week (term time only) basis. I am pleased to enclose an application form and further information including the job description and curriculum area overview.

Application forms must arrive by 12pm Monday 16th October 2023 with interviews taking place on Thursday 19th October 2023 Shortlisted candidates will be notified by phone and/or email. I apologise in advance that we will not be able to notify candidates who are not shortlisted.

You may return your completed application form by email to **recruitment@wmsf.ac.uk**

If you would like further information on the position, please do not hesitate to contact Zainab Benali HR Assistant, email [zbenali@wmsf.ac.uk](mailto:zbenali@wmsf.ac.uk).

Yours faithfully

**The Human Resources Team –  
William Morris Sixth Form**



# Personal Tutor

**Starting - 1st November 2023**

**Work Pattern: 32.5 hours a week, Term Time Only**

**Pay Grade: Scale 6**

**FTE - £32,418 to £33,510**

**Actual Salary - £24,745.70 to £25,579.26**

Thank you for your enquiry about our vacancy for a Personal Tutor, which is offered on a part-time, term time only basis. I am pleased to enclose an application form and further information including the job description and person spec.

**Closing Date:** 12pm Monday 16th October 2023

**Interview Date:** Thursday 19th June 2023

To apply, please visit our website [www.wmsf.ac.uk](http://www.wmsf.ac.uk), click on 'About Us' and scroll down for 'Staff Vacancies' or via out TES advertisements.

Applications to be sent to: [recruitment@wmsf.ac.uk](mailto:recruitment@wmsf.ac.uk)

We actively promote the safeguarding and welfare of all our students. Successful candidates will be subject to an enhanced DBS check.

William Morris Sixth Form  
St Dunstan's Road, London, W68RB  
Tel: 020 8748 6969  
[www.wmsf.ac.uk](http://www.wmsf.ac.uk)

# William Morris Sixth Form

**We were originally established in 1994 as the sixth form for pupils in the secondary schools in Hammersmith and Fulham, but we soon attracted students from all over London, who come to study on both academic and vocational pathways.**

William Morris is a vibrant, ambitious and creative learning community which inspires a drive to **learn**. Our recent Ofsted report where we were given a 'Good' judgement, highlighted the qualities of our staff who are knowledgeable and specialist in their fields, providing a wide range of skills. Consistent practice across subjects enables students to be taught key facts and skills which benefit their overall experience at William Morris. Quality of teaching was judged to have 'Outstanding' elements and we have high expectations that we will achieve an Outstanding judgement at our next inspection. Staff who join William Morris should come prepared to join our exciting journey as we improve and develop the Sixth Form and continue to invest in all of our students to give them the best learning experiences, opportunities and aspirations. We invest in our staff to give them the proper professional support, inspiration and career development.

Unashamedly comprehensive, through rigorous teaching, learning and assessment we ensure that no student is left behind and that every student has an equal opportunity to uncover and fulfil their potential and achieve. Our students are provided with the practical, critical and analytical skills that they can apply as they progress through life, together with a confidence and resilience that will enable them to succeed.

We **empower** our young people to aim high, to have a strong sense of their own self-worth and shared values, whilst also having a strong sense of the value of community both locally and globally and their potential to make a positive difference to the world around them.

The ethos we have established ensures the highest quality of education, guidance and relationships. The emphasis is on open access, equal value for all, individual attention, the development of independent learning skills, targeted support, high expectations and standards, improving progression routes, and finding the right balance between an adult environment and firm structures within which students can develop and succeed. The atmosphere is relaxed and warm but very purposeful. Students describe us as "friendly but strict" and our students are encouraged to address all staff by their first names. We focus on the WMSF experience for our students as being one where they learn, achieve and are empowered to progress.



**Our teachers and support staff are creative, dedicated and enthusiastic professionals who are experts in 16-19 education**

## The Curriculum Offer

Our wide curriculum includes both academic and vocational courses at levels 3, 2 and 1. Individual students' learning programmes enable combinations of subjects where appropriate. We have a large and exciting A level provision with nearly 30 different advanced subjects and are delighted at the number and calibre of our A level students. We offer some mixed economy pathways at level 3, and are currently in the process of becoming a T Level provider from 2023.

At levels 1 and 2, we offer Foundation Learning, BTEC courses and GCSEs to meet the needs of students who wish to improve their basic qualifications. This includes provision for students to re-sit English and Maths at GCSE. William Morris prides itself on tackling under-achievement and offering the opportunity to gain knowledge and skills to students who may have underperformed at secondary school for a number of reasons. The provision of courses for students with special educational needs, including students from special schools, is a particular strength, and we currently have 51 students with statements or EHC plans and over 100 students on K-SEN. We also offer ESOL teaching and literacy support for many students to ensure success on their courses.

Our teachers and support staff are creative, dedicated and enthusiastic professionals who are experts in 16-19 education

## Some of the ways we support our students



A personal tutor for each student who is responsible for monitoring overall progress, providing references for university and apprenticeships



A safeguarding team work to ensure every student is well-supported and cared for



Learning support help with academic development such as essay writing, revision, meeting deadlines and exam preparation



Counsellors offer a confidential counselling service, health education programme and advice service as well as a specialist welfare team



## Teaching and Learning Strategies

The development of successful teaching and learning strategies for our very mixed group of students is at the heart of WMSF. There is an emphasis on staff developing and sharing good pedagogical practice so that students become independent learners and teaching and learning are of the highest quality. We have a well-equipped library staffed by 4 highly qualified professional librarians, and a newly created careers centre, again with 4 qualified staff. Progression is key to the future success of our students.

We have a very exciting CPD programme, delivered in curriculum area teams, course teams and leadership teams. In such an environment there are opportunities for teachers at all stages in their careers and we have always also welcomed those new to teaching (ECTs), who participate in a comprehensive induction programme. Each year we offer teaching placements to a number of PGCE students. All teachers, where appropriate, are expected to teach across our full range of courses and levels. This both counteracts narrow departmentalism and encourages parity of esteem for all courses and all students.

We have excellent IT facilities and a strong team of technical staff to support us. We use Google Classroom as our VLE and all staff and students are issued with a Chromebook so they have full access to all learning resources at all times, both on and off site

One of our main priorities is to support individual teachers in developing their IT skills and through the G-suite we are constantly innovating delivery and practice.

The vast majority of A level and vocational students are encouraged to apply for higher education. Although many of them are non-traditional entrants, approximately 80% of A2 & V2 students' progress to university each year including into the most prestigious institutions. We have also developed stronger support for students who apply for apprenticeships and are keen to raise our destination numbers in this area too. Our careers team play a vital role in raising students' aspirations and helping them through all application processes. Expert support is provided by our assistant principals, senior tutors, careers and higher education staff, and through a planned programme of tutorial activities.

Tutoring requires an active approach to pastoral work and specific skills in guidance, supporting and monitoring as well as building relationships.

## The WMSF Vision

Create a culture of community, tolerance and aspiration which celebrates diversity and equality and inspires a drive to learn

Deliver a broad curriculum which embraces technology and empowers students to achieve their potential and make aspirational choices

Provide clear and dedicated pathways which enable students to make meaningful progression within the institution, through traineeships, and work, and beyond

Promote and support aspirations through advantageous university choices and quality apprenticeship progression routes which observe the needs of individual students

Ensure all students have the opportunity to participate in relevant and rewarding experiences which help them progress

Work with external partners to inspire students, broaden their knowledge of opportunities, create experiences and transform all our students into members of the global community

Our successful application rate on to higher education has typically been between 75 – 85%, an achievement we are very proud of considering the starting point of so many of our students.



## Working at WMSF

We try hard to create a friendly, supportive and open culture in which staff can develop and thrive. Professional development for all staff is taken seriously and many opportunities are offered both in-house and externally.

Expectations at WMSF are very high and there is constant pressure for us to perform well and to provide the high quality learning environment we promise. We have developed strong internal monitoring procedures to ensure continuing high quality, with an emphasis on developmental lesson observation.

It is very important to us that all staff enjoy working in a diverse and richly rewarding inner-city environment, with young people from a wide range of backgrounds, and those who have had an unconventional secondary schooling experience. Our existing staff are of a high calibre and very committed to the student-centred philosophy at the heart of WMSF, and we wish to further enhance our community through recruiting staff with equal commitment to our belief of 'empowerment through learning'.

It is very important to us that all staff enjoy working in a diverse and richly rewarding inner-city environment

Best wishes

Mary Berrisford

Principal



# Job Description

**Job Title:** Personal Tutor  
**Responsible to:** Senior Tutor

**Grade:** SCALE 6

## Job Purpose

The personal tutor role at William Morris Sixth Form is central to developing learners' personal, social and employability skills, supporting student progression to higher levels of education, apprenticeships and employment, and improving students' behaviour for learning and attendance.

1. To work as a member of the Personal Tutor Team and the wider sixth form community so that students are supported to make the most of their time with us and prepare them for the next stage of their lives
2. To be responsible for the pastoral care of students in an assigned House and work with individuals or small groups who require additional support
3. To deliver a pre-planned tutorial programme to the students in that House during timetable tutorial sessions
4. To track and monitor the progress, behaviour and attendance of those students to enable them to achieve their full potential and progress to their next steps
5. To be a trained member of a safeguarding team to appropriately safeguard students at WMSF

All Personal Tutors are required to participate in the wider functioning of the sixth form, by being a visible member of staff around the site during the sixth form day and to attend scheduled events throughout the year that may occur outside of typical working hours. Where this is the case, time will be given in lieu.

**1) To work as a member of the Personal Tutor Team and the wider sixth form community to our students are supported to make the most of their time with us and prepare them for the next stage of their lives**

Work collaboratively with Personal Development, Behaviour & Attitudes Leads and other personal tutors to ensure students' receive comprehensive, wrap-around support

Attend weekly meetings to ensure there is a consistent approach to the delivery of the pastoral programme, discuss student progress and agree actions

Share successful strategies and techniques for engaging students with pastoral care and support with their team so all students may benefit

Participate in the organisation, promotion and delivery of enrichment opportunities

Model positive behaviours at all times and promote the student behaviour expectations by having high expectations, providing high levels of support and high levels of challenge



## **2) To be responsible for the pastoral care of specific students in an assigned House and work with individuals or small groups who require additional support**

Be a first point of contact for students in need and signpost them to the most appropriate member of staff when this need cannot be met directly by the tutor, such as the Careers Team, Student Finance, Exams, etc.

Be a first point of contact for parents and carers for students in an assigned house and develop positive relationships that support students' progress

Be an advocate for the students in an assigned House while upholding the guiding principles and sixth form

Encourage students to prioritise their learning and support them to develop good study habits that will aid their progression at William Morris Sixth Form and beyond

Use data to identify students who need additional support to make the most of their time at the sixth form and work with individuals or small groups who require specific interventions

## **3) To deliver a pre-planned tutorial programme to the students in that House during timetable tutorial sessions**

Deliver a pre-planned tutorial programme designed to empower learners in six key areas: building resilience, health & well-being, having moral agency, money management, being future focussed, and developing digital literacy

Create a safe environment where students are encouraged to discuss and debate relevant, contemporary issues with each other, to develop understanding of wider society

Take ownership of multiple tutor groups and ensure the students in each are making progress in their understanding of personal, social and health education

Encourage the development of a positive group identity amongst students in each tutor group and as a collective House, and a sense of belonging to William Morris Sixth Form

Participate in assemblies for an assigned House

Challenge non-attendance to tutorial sessions via the sixth form's processes

## **4) To track and monitor the progress, behaviour and attendance of those students to enable them to achieve their full potential and progress to their next steps**

Adhere to the sixth form's behaviour policy

Use data to identify and reward students who are going over and above in meeting the sixth form's expectations, and identify and intervene those who need extra support to meet with sixth form's expectations

Work with identified groups of students and their families to improve engagement with the sixth form and participation in the learning process



Record relevant interactions with students and their families on the sixth form portal and communicate with appropriate members of staff, the students' family and other professionals so that necessary support can be provided

Monitor and track the attendance and punctuality of the students in an assigned House, appropriately challenge absence and lateness in line with the sixth form's attendance policy, and support the Attendance Officer by accurately recording student absence

**5) To be a trained member of a safeguarding team to appropriately safeguard students at WMSF**

Complete level 2 safeguarding training

Record any interactions and communications that raise concerns around student safeguarding immediately via the sixth form's safeguarding portal and follow the sixth form's safeguarding processes at all times

Signpost students services that support with mental health & well-being support

Work with individual students and small groups in an assigned House who have been referred by the Designated Safeguarding Lead and their Deputy

Be an advocate for vulnerable student groups, such as Looked After Children, care leavers, young carers, young parents, students known to social care and those with an EHCP

Attend safeguarding meetings as required

This is not an exhaustive list.



# Person Specification Teacher

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<b>Job title:</b>	<b>Personal Tutor</b>
<b>Reporting to:</b>	<b>Senior Tutor</b>
<b>Grade:</b>	<b>Scale 6</b>

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## ➤ **Qualifications**

- 5 x GCSE at C or above including English and Maths (E)
- Further Education Qualification (E)
- Safeguarding training (D)  
Graduate (D)
- Desire to undertake a teaching qualification (D)

## **Experience**

- Experience of working with the 16-19 year old age range (E)
- Experience of mentoring, guidance, tutoring, teaching or youth work (E)
- Experience of working with SEN/D students (D)

## **Skills**

- Ability to use common computer applications such as G-suite and Office (E)
- Strong verbal and written communication (E)
- Ability to communicate confidently face to face, on the telephone and over video conferencing (E)
- Ability to keep accurate records (E)
- Ability to work independently and use own initiative (E)
- Ability to work in a team, collaborate and to refer students to specialists when necessary (E)
- Ability to plan and manage own time (E)
- Ability to work flexibly (E)

## **Knowledge and understanding**

- Knowledge of the UCAS system
- Knowledge of opportunities available to 16-19 year olds such as apprenticeships, work experience and other progression routes
- Understanding of the needs and experiences of the 16-19 year old cohort

# Term dates for 2023-24 William Morris Sixth Form

	First Day	Half Term	Last Day	No of Days
<b>AUTUMN 2023</b>	Wednesday 23rd August 2023	Monday 23 <sup>rd</sup> Oct – Friday 27 <sup>th</sup> Oct 2023	Tuesday 19 <sup>th</sup> Dec 2023	77
<b>SPRING 2024</b>	Thursday 4 <sup>th</sup> January 2024	Monday 12 <sup>th</sup> Feb – Friday 16 <sup>th</sup> Feb 2024	Thursday 28 <sup>th</sup> March 2024	56
<b>SUMMER 2024</b>	Monday 15 <sup>th</sup> April 2024	Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May 2024	Friday 12 <sup>th</sup> Jul 2024	59
<b>TOTAL</b>				192

Enrolment of new students will commence from Thursday 24<sup>th</sup> August 2023 when Curriculum Area Leaders/Senior Tutors or nominated deputies will be requested to assist.

**The above does not include staff training days which will be held during 'twilight sessions' after the school day.**

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**London Borough of Hammersmith and Fulham  
Community Secondary Schools**

	First Day	Half Term	Last Day	No of Days
<b>AUTUMN 2023</b>	Monday 4 <sup>th</sup> September 2023	Mon 23 <sup>rd</sup> Oct – Fri 27 <sup>th</sup> Oct 2023	Thursday 21 <sup>st</sup> December 2023	74
<b>SPRING 2024</b>	Monday 8 <sup>th</sup> January 2024	Mon 12 <sup>th</sup> Feb – Fri 16 <sup>th</sup> Feb 2024	Thursday 28 <sup>th</sup> March 2024	59

<b>SUMMER 2024</b>	Monday 15 <sup>th</sup> April 2024	Mon 27 <sup>th</sup> May – Fri 31 <sup>st</sup> May 2024	Wednesday 24 <sup>th</sup> July 2024	63
<b>TOTAL</b>				195

# Safer Recruitment Information for Applicants

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

## Safeguarding Children and Young People

William Morris Sixth Form (WMSF) has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to our safer recruitment process.

## Pre-Employment Vetting

As part of our safer recruitment process, WMSF operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below: -

### Declaration of Previous Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others. This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

### Disclosure and Barring Service Check (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS check; this will include a check against the Protection of Children Act (PoCA) List and List 99. A List 99 check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

For posts working with children and/or young people, our policy requires all new employees to complete a DBS application form before your employment commences.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

### Qualifications/Registration with a Professional Body

If the post applied for requires a specific qualification and/or registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

## References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer and should be able to confirm your suitability to working with children and/or young people. If you have undertaken voluntary work with children and/or young people you may use the voluntary organisation employer as a referee.

If you have not previously worked with children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, we will seek references from educational establishments for those applicants with no previous employment history.

In all cases, we will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.

## Eligibility to Work in the UK

We have a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Right to work in the UK can be validated through sight of original documents or online. When relying on original documents, these must be from the lists of acceptable documents prescribed by the Home Office. When relying on an online right-to-work check, the new employee will provide a share code inviting the employer to view their status online. The employer will download the information presented, noting by whom and when the check was completed. We will also need to confirm that the employee presenting themselves for work is indeed the individual presented through the portal.

## Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of Hammersmith and Fulham Council's medical assessment procedure.

