

Head of Humanities Harris Westminster Sixth Form

MPS (Inner London) + TLR + £2,000 Harris Bonus +
+ Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Pension
Scheme (TPS) + Additional Health Benefits

For a confidential discussion about this post with the Head of School, Claire Scott, or for more information, please contact Saskia Watkin (PA to Head of School) on 020 3772 4555 or s.watkin@harriswestminstersixthform.org.uk.





HARRIS WESTMINSTER SIXTH FORM

February 2023

Dear Applicant,

Thank you for your interest in the post of Head of Humanities at Harris Westminster Sixth Form. This opportunity has arisen due to our current post holder moving out of London. The Humanities Faculty is well-established and successful but has room to grow further and flourish under a new Head of Faculty who is passionate about teaching and learning.

Our school is one of the top sixth forms in the country, with the aim to deliver high quality education and outstanding outcomes to students who come from disadvantaged backgrounds. HWSF is selective on both ability and disadvantage and places first go to academically able students from disadvantaged backgrounds. It is a wonderful school with an ethos of "learning is amazing", where staff truly care about the progress their students make over their two years with us.

We are based in the heart of Westminster, and work in collaboration with the Harris Federation and Westminster School. Our location gives us many benefits; we hold our assemblies in St Margaret's Church and Westminster Abbey, and we offer students weekly lectures from visiting speakers.

Our [examination results](#) and student destinations (2022 leavers: 12% of students attended Oxbridge, 55% Russell Group) are outstanding and are testament to the hard work and commitment of our staff and students. I encourage you to explore our [website](#) to learn more about the unique aspects of our curriculum and student offerings which make HWSF so special. Our [newsletters](#) give a great insight into day-to-day life at HWSF.

This post is an excellent opportunity for those wishing to develop their teaching and learning skills, and those of others, teach beyond the curriculum, make a difference to the lives of young people across London, and to embrace CPD that will help them prepare for their next steps.

We want the best people to join our community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel you have the right experience and expertise, I encourage you to apply to join us. We look forward to receiving an application from you. We hope that you find the enclosed information helpful and are excited by the opportunities that HWSF would provide.

Yours faithfully,

Claire Scott
Head of School

"The lessons are incredibly interesting and taught amazingly. The atmosphere created is something I've never experienced before."

- Mia, Year 12

"HWSF offers unique opportunities like societies which create an experience that is unlike any other school."

-Salva, Year 12



Job Purpose

As one of the school's four Heads of Faculty, you will lead, manage and develop the subject areas of Humanities (currently: Economics, Geography, History, Politics).

At Harris Westminster Sixth Form (HWSF), we believe "learning is amazing" and this is the heart of our school ethos. You will lead, manage and develop the teaching and other academic aspects of the work of a team of teachers, including implementing and delivering an appropriately broad, balanced, relevant, differentiated, challenging and inspiring curriculum for students and to ensuring that the subject areas within the faculty are vibrant, interesting and enriching for all students.

You will monitor and support the overall progress and development of all students studying in the faculty. You will provide a motivating and structured learning experience, which will offer students with the opportunity to achieve their individual potential. You will monitor, manage and support the performance of teaching staff in the faculty. You will contribute significantly to raising standards of student attainment as a teacher and form tutor. You will support the process of application to university as a Head of Faculty, teacher and form tutor and contribute significantly to the Cultural Perspectives programme. You will contribute to the wider life of the school, including extra-curricular and enrichment activities. You will make and implement plans to improve and develop the work of the Faculty.

You will report to the Assistant Principal or Vice Principal and liaise with the Head of School, Senior Leadership Team, Heads of Faculty, Heads of House, relevant non-teaching support staff, parents and Governors and other stakeholders.

Main Areas of Responsibility

Operational/Strategic Planning

- To develop faculty aims, objectives and strategic plans in line with the Sixth Form Improvement Plan.
- To contribute to the whole Sixth Form's planning and self-evaluation activities.

Curriculum

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject areas.
- To lead the process of curriculum development and implementation of change to ensure the continued relevance to the needs of students. This includes the development of resources, schemes of work, policies and strategies for raising achievement.

Staff Development

- To plan, direct and lead subject specific training within the faculty, as well as contribute to whole school professional training as appropriate.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods and to ensure that other members of the faculty do the same.
- To work as a member of a designated team and to contribute positively to effective working relations within the Sixth Form.
- To take part in the Sixth Form's staff development programme by participating in arrangements for further training and professional development.

Quality Assurance

- To implement Sixth Form self-evaluation and review procedures within the faculty and to adhere to those.

- To contribute to the process of monitoring and evaluation of the subject area/tutor programmes in line with agreed Sixth Form procedures, including evaluation against quality standards and performance criteria.
- To seek/ implement modification and improvement where required.

Management of Information

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for Management Information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of students as both teacher and tutor using the information to inform teaching and learning and academic monitoring.

Communications

- To communicate effectively with the parents of students as appropriate, following agreed policies for communications.
- To attend all appropriate meetings.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Sixth Form.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective links with external agencies.

Management of Resources

- To manage the process of the ordering/booking and allocation of equipment and materials within the faculty.
- To ensure that faculty budgets are used effectively to support student learning and well-being.
- To assist line managers to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Sixth Form, subject area and the students.

Pastoral System

- To be a form tutor to an assigned group of students.
- To implement and apply the Behaviour Management systems consistently so that effective learning can take place within the Faculty.
- To develop the idea of active behaviour to promote learning within the faculty.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To participate in assemblies.
- To undertake duty at times specified in the duty rota.
- To participate in after hours activities with students.
- To register students, accompany them on the way back from assemblies, encourage their full attendance at all lessons and their participation in other aspects of Sixth Form life.

Teaching

- To undertake an appropriate programme of teaching as directed by the Head of School.
- To teach students according to their educational needs, their educational goals and the ethos of the school.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Sixth Form's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and Sixth Form procedures.
- To mark, grade and give written/verbal and diagnostic feedback in line with Sixth Form assessment for learning policy.
- To contribute to cross curricular programmes according to Sixth Form policy.

Other Duties

- Undertake whole Sixth Form duties as outlined in responsibilities agreed each year.
- Monitor and support the overall progress and development of students as a teacher.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Remembrance term (Autumn).
- To support the Sixth Form in meeting its legal requirements for worship.
- To promote actively the Sixth Form's corporate policies.
- To comply with the Sixth Form's Health and Safety policy and procedures and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Sixth Form's Dress Code.
- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Academy Ethos

- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To support and attend academy events such as Remembrance Service, Open Evenings and Celebration Evening.
- To promote actively the academy's corporate policies.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular, those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The jobholder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (2018)
4. Safeguarding children



Person Specification

Attributes	Description	Desirable
Qualifications	QTS (or equivalent) Good degree or equivalent in a relevant Humanities subject.	Evidence of ongoing professional development
Experience	Successful experience teaching Economics or History or Politics at sixth form level with excellent outcomes at A Level. Understanding of theory and practice of effective teaching and learning. Experience of observing teaching and giving feedback Understanding of how the most-able students learn. Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement. Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs and English as an additional language. Knowledge and experience of writing schemes of work, lesson plans, developing resources and assessing students' work. Understanding the importance of being a Tutor.	Experience in multi-ethnic urban schools. Experience of supporting applications to top universities Experience of academic leadership. Understanding of exam boards and relevant specifications. Experience of writing self-evaluation, monitoring reports
Knowledge, Skills & Abilities	The ability to motivate, lead and manage a teaching team. The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. Effective use of ICT to promote learning, including e-learning The ability to create a motivating and safe learning environment for all students. Understands how to plan lessons with challenging learning objectives and outcomes Strategies to maintain excellent behaviour and pace Good communication skills both writing and speaking. Ability to lead and manage own work effectively and take responsibility for own professional development. Use data to analyse performance and manage interventions Ability to carry out the job description. Excellent time management skills and the ability to prioritise and meet deadlines under pressure. Ability to inspire students, raise their aspirations and to support high level learning. Ability to learn and develop both academically and pedagogically. Ability to analyse issues and identify solutions	Ability to use resources (inc ICT) innovatively.
Personal Qualities	Passion for teaching own subject specialism. Passion for learning, particularly in own subject. Enthusiasm for and commitment to the achievement of the Sixth Form's overall vision for success at all levels. Desire to make a difference to the outcomes of disadvantaged students Commitment to contributing to Sixth Form life as a whole and willingness to be involved with clubs and community projects. Ambitious and a positive approach to hard work. Approachability and presence Sense of humour and resilience A positive role model for students. Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. Awareness of and commitment to equal opportunities and valuing diversity. Awareness of and commitment to safeguarding and child protection.	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

"I like the community in HWSF and how diverse the school is."
- Nabiba, Year 12

"I like the fact that everyone is challenged, and I can see that all of my teachers are really passionate about what they are talking about."
- Thomas, Year 12



HARRIS WESTMINSTER
SIXTH FORM

Recruitment process and additional recruitment information

Closing date: Tuesday 14th March

Interview date: w/c Monday 20th March. We reserve the right to conduct interviews as applications come in, which might lead to closing the advert early.

Start date: September 2023

Recruitment process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include at least:

- A written task
- A lesson observation
- A panel interview
- A student panel

Special Requirements: If you require reasonable adjustments prior to your interview, please include this on your application form.

References: We will obtain references from your referees prior to interview. To prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform us about any spent and unspent convictions and will be asked to complete a criminal convictions disclosure form at interview.

Why Harris?

Joining the Harris Federation at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans 52 schools and a central services team in Croydon, who are committed to their work with the disadvantaged students of London.

We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a supportive environment with a focus on health and wellbeing and a culture of openness and respect.

- Harris wellbeing cash plan- provides cover for routine healthcare such as optician check-ups, dental treatment, physiotherapy, and acupuncture,
- 24-hour, 7 day a week virtual GP service
- Performance and loyalty bonus
- Learning and development- wide range of training and development opportunities including structured qualifications through the School-Led NPQ Network
- Pension Scheme (Local Government Pension Scheme for support staff and Teachers Pension Scheme for teachers)
- Employee Assistance Programme- we have partnered with Health Assured to offer free and confidential to advice to our staff including support with family, financial information, counselling and legal advice
- Electric car salary sacrifice scheme
- Interest-free ICT and season ticket loans
- Cycle to work salary sacrifice scheme
- Policies designed around staff wellbeing, including family leave, menopause and flexible working.

Why Harris Westminster Sixth Form?

Read our [staff testimonials](#) to find out why our staff love working here. The word cloud below comes from students' responses to the questions "Why did you choose HWSF?"

We're a community made up of students from all walks of life and from every borough in London with a common goal. We are ambitious for ourselves, and we really love to learn. Our students might face all sorts of hardships in their day-to-day lives, but when they enter our building, they get to be scholars and to focus on learning, knowing that they have the support of their fellow students and from staff to give them the opportunity to succeed.



Why Harris?

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Please also have a look at our website www.harriswestminstersixthform.org.uk.

Thank you for your interest in Harris Westminster Sixth Form. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*



The Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.