



William Morris
Sixth Form
Empowerment through Learning

Job Vacancy Application Pack



Dear Applicant,

Thank you for your enquiry about our vacancy for a PA to the Principal role, which is offered on a full time, term time only + 3 weeks 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 9am Monday 18th November 2024. Interviews will be arranged with shortlisted candidates as soon as their application has been reviewed as such is it beneficial to submit your application as soon as possible. We reserve the right to close the application process at any point. 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 Officer, email zbenali@wmsf.ac.uk.

Yours faithfully

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



PA to Principal

Starting - Flexible

Work Pattern: Full time 36 hours a week, Term Time Only + 3 weeks

Pay Grade: S01 - £37,575 to £38,769 pro rata

Thank you for your enquiry about our vacancy for a PA to Principal role, which is offered on a full time, term time only + 3 weeks basis. I am pleased to enclose an application form and further information including the job description and person spec.

Closing Date: 9am Monday 18th November 2024

Interview Date: Interviews will be arranged with shortlisted candidates as soon as their application has been reviewed as such is it beneficial to submit your application as soon as possible. We reserve the right to close the application process at any point.

To apply, please visit our website **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**

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, W688RB
Tel: 02082748 6969
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: PA to Principal
Responsible to: Principal
Grade: S01 - £37,575 to £38,769 pro rata

Job Purpose

1. Operational - Provide an excellent PA service to the Principal in all aspects of her work including maintaining a high level of professionalism and confidentiality at all times.
2. Governance - Act as the point of contact within the Sixth Form for Governors and Clerks.
3. Outside agencies - Work with outside agencies to support the Principal in her work
4. Marketing and Events - Organise and support with events, monitor and update the content on the website as necessary.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal. Please note that the post holder may be required to work outside of normal sixth form working hours for sixth form events, meetings and training.

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- Plan, prioritise and implement a high personal workload, often under pressure so that goals are achieved successfully and on time. Making competent judgements to resolve situations and challenges to reduce pressure and time constraints on Leadership Group members.
- Deal with internal and external correspondence, whilst displaying initiative, discretion and confidentiality at all times.
- Produce highly professional documents, spreadsheets, presentations and other innovative communications quickly and efficiently. Create and maintain sound electronic filing systems that enable documents and information to be easily retrieved.
- Liaise with teaching staff, support staff, students and parents in a sensitive manner, often being the first line of enquiry for a variety of requests which demand initiative and sensitivity.



- Handle requests and complaints from students, parents and members of the public that are directed to the Principal or members of the Leadership Group. Evaluate the nature of these complaints and use discretion and judgement to respond in a suitable manner.
- Prepare agendas, taking and distributing minutes of Leadership Group, Middle Leaders and Admin meetings. Minuting other meetings as requested. Work outside normal working hours on occasion.
- Manage the Principal's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements.
- Open, sort and distribute the Principal's mail including electronic mail, advising on any urgent matters.
- Organise meetings, conferences and events (internal and external) on behalf of the Principal, including refreshments and taking minutes as required.
- Set up and maintain archive files and historical data.
- Ensure cohesion between the Leadership Group's electronic diaries and the whole sixth form's electronic calendar. Coordinate and manage Leadership Group diaries to anticipate the specific needs of the Leadership Group members using personal judgement, initiative and prioritisation.
- Identify key dates and obtain information from staff in order to update staff briefing slides and keep the electronic WMSF calendar up-to-date; relay other important messages and reminders to staff and students.
- Support the Principal to update the sixth form Development Plan at the beginning of each new cycle and archiving previous reviews.
- Support Curriculum Area Leaders when inputting their area development plans.
- Work with the HR Officer to assist with the smooth running of the recruitment and selection process, including organising tours, providing refreshments and checking ID documents as required.

Governance

- Liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of the Principal.
- Support the Principal in advising the governing board and its committees as appropriate.
- Liaise with the Clerk to the Governors and the Governors in preparation for Governing Body Meetings, and act as Clerk to the FRIT meetings and Heads of Services meetings.

Outside Agencies

- Liaise with professional bodies, outside agencies, other sixth forms and organisations etc, and attend to queries as required by the Principal.
- Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
- On behalf of the Principal, liaise with outside agencies on ad hoc projects involving marketing, designing and printing sixth form-related publications.

Marketing and Events

- Coordinate advertising and articles relating to the sixth form in educational publications, the local and national press.
- Attend and organise sixth form events as required.
- Act as contributing editor to the sixth form's website using proprietary software.
- Liaise with the Marketing and Admission Officer to create positive marketing content for WMSF and ensure that the high quality of printed and electronic materials is maintained.
- Work closely with the Marketing and Admissions Officer to assist in the marketing and recruitment of new students, including assisting in the production of the sixth form prospectus, updating course information, etc.
- Work closely with the Marketing and Admissions Officer to create, edit and update website content e.g. generating ideas, creating live news items, publishing job vacancies and events on WMSF's website.
- Act as the first point of contact for television, press, government officials and international visitors and provide logistical support during visits.
- Maintain and update the year plan and the sixth form's calendar of events and coordinate the preparation for them e.g. ensuring staff awareness, arranging appropriate rooms and equipment, notifying the Kitchen Manager of catering demands and the Site Manager of room and equipment requirements.
- Use initiative and creativity to organise and present front of house and hospitality at public events, creating a positive impression of WMSF and anticipating the multi-cultural requirements of many visitors.
- Maintain the budget for hospitality and marketing events including estimating expenditure and authorising purchase requests.

This is not an exhaustive list of duties and the post holder may be required to undertake other duties commensurate with the level of this post

Person Specification

Job title:	PA to Principal
Reporting to:	Principal
Grade:	S01 - £37,575 to £38,769 pro rata

Qualifications and Experience

- Preferably qualified to graduate level (or evidence of graduate level ability) or evidence of other equivalent professional qualifications.
- Secretarial or administrative qualifications (or evidence of secretarial /administrative experience).
- IT qualifications (or clear evidence of the ability to use Microsoft Office /Google programmes to an advanced level).
- Experience in a PA or senior secretarial capacity with evidence of producing professional documents to the highest standard.
- Experience of learning to use an organisation's proprietary software (e.g. SIMS).
- Experience in dealing with confidential items requiring tact and discretion.

Knowledge and understanding

- An understanding of an educational environment and the needs of inner-city students in the 16-19 age range.
- An understanding of some of the key developments in education.
- Knowledge of formal letter writing and other forms of written communication.
- An understanding of, and commitment to, Equal Opportunities policies.

Skills and Abilities

- An ability to empathise with the ethos of the sixth form, and the progress and success of our students.
- An ability to communicate very effectively, both orally and in writing.
- An ability to stay calm and cheerful under pressure.
- An ability to use your own initiative and be proactive in the management of your own workload.
- Excellent problem solving skills.
- Excellent organisational skills.
- Excellent personal presentation skills.
- Excellent interpersonal skills and ability to respond to a variety of audiences and stakeholders.
- Good typing skills, preferably with a typing speed of at least 40 wpm.
- A willingness to work unsociable hours where necessary.

Term dates for 2024-25 William Morris Sixth Form

	First Day	Half Term	Last Day	No of Days
AUTUMN 2024	Wednesday 21st August 2024	Wednesday 16th Oct – Friday 25 th Oct 2024	Friday 20 th Dec 2024	79
SPRING 2025	Monday 6 th January 2025	Monday 17 th Feb – Friday 21 st Feb 2025	Friday 4 th April 2025	60
SUMMER 2025	Tuesday 22 nd April 2025	Monday 26 th May – Friday 30 th May 2025	Thursday 11 th Jul 2025	53
TOTAL				192

Enrolment of new students will commence from Thursday 22th August 2024 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.

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

	First Day	Half Term	Last Day	No of Days
AUTUMN 2024	Monday 2nd September 2024	Mon 28 th October – Fri 1 st November 2024	Friday 20 th December 2024	75
SPRING 2025	Monday 6 th January 2025	Mon 17 th Feb – Fri 21 st Feb 2025	Friday 4 th April 2025	60

SUMMER 2025	Tuesday 22 nd April 2025	Mon 26 th May – Fri 30 th May 2025	Tuesday 22 nd July 2025	60
TOTAL				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.

