

ASSISTANT PRINCIPAL and DSL Teaching or Non-Teaching Harris Westminster Sixth Form

Equivalent to Inner London Leadership Scale (dependent on experience)
+ Annual Loyalty Bonus + Harris Wellbeing Cash Plan
+ Pension Scheme (TPS) + Additional Health Benefits

For a confidential discussion about this post with the Executive Principal, James Handscombe, for more information, or to arrange a visit, please contact Zarmeen Mirza (PA to Principal) on 020 3772 4555 or z.mirza@harriswestminstersixthform.org.uk.





HARRIS WESTMINSTER
SIXTH FORM

October 2026

Dear Applicant,

Thank you for your interest in the post of Assistant Principal at Harris Westminster Sixth Form. 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 prepare themselves for further leadership opportunities including Headship in due course. Harris Westminster Sixth Form is committed to the development of its Leadership Team members in order to maximise benefit to the school as well as support individual career opportunities.

We want the best people to join our community and we are committed to a diverse and inclusive student and staff body. Though I appreciate it is not always possible, I would encourage you to visit HWSF if you are interested in making an application, to see for yourself the wonderful community of students and staff you would join.

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,

James Handscombe
Executive Principal

"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 Assistant Principal, you will work as part of the Senior Leadership Team to uphold high expectations of safeguarding, teaching and learning and pastoral care and to equip both staff and students to meet them. At Harris Westminster Sixth Form (HWSF), we believe “learning is amazing” and this is the heart of our school ethos.

You will work closely with leaders across the school to ensure that systems and procedures are in place to ensure that each student achieves the very best possible outcomes. You will take the strategic lead for several priority areas across the school, reporting to the Head of School. You will coordinate the work of key teams, both curriculum and pastoral, and ensure that the school responds collaboratively and proactively to all matters, engaging with a wide range of staff to ensure a school culture that is nurturing, rigorous, inspiring and has high expectations at its core.

This role will lead and be accountable for specific areas of responsibility (see specific responsibilities) as best suits your experience, qualifications and potential.

To help you gain experience in all aspects of school leadership, the exact role and specific responsibilities of the Assistant Principal will be agreed annually and are likely to change regularly.

Main Areas of Responsibility

- To work with the Head of School and Senior Leadership Team to achieve the shared vision for the school
- To act as Designated Safeguarding Lead and lead the school Safeguarding Team with the Head of School
- To coordinate Pastoral support for students, liaising with external agencies as appropriate
- To lead, plan, manage and ensure the successful delivery of the HWSF vision for individual student achievement (in terms of academic success, pastoral care, and university destination) that meets or surpasses expectation.
- To assist in the day to day running of the Sixth Form
- To ensure that students and staff support the HWSF ethos.
- To support the Head of School and Senior Leadership Team in delivering high levels of teaching and learning
- To be a member of the Senior Leadership Team taking a corporate view of policy implementation and an appropriate share of the many and various tasks required of school leaders.
- To ensure that all students have maximum support and opportunities to reach their full potential.
- To play a lead part in the HWSF community.
- To contribute to reports for governors
- To line manage middle leaders to support pastoral and/or academic progress of students.
- To line manage other teachers with TLRs or support staff as appropriate (in line with your specific areas of responsibility)
- To support the CPD of middle leaders and other members of teaching and support staff.
- To provide effective performance management to middle leaders and other members of teaching and support staff.
- To set a personal example that contributes to the positive ethos of the Sixth Form.
- To play a full role in HWSF's self-evaluation programme.
- To take assemblies on a regular basis.
- To agree annual performance targets with the Head of School, with a view to own continuous improvement.
- To play a full part in the life of the HWSF community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Specific Areas of Responsibility

Designated Safeguarding Lead, Pastoral leader, and in addition other senior team responsibilities:

These are likely to include some, but not all, of the following:

- Safeguarding and prevent
- Mental health lead
- Oversight of tutor time and PSHCE
- Oversight of the Alumni Association
- Oversight of the bursary and free school meal provision
- Leadership of pastoral provision (including school counsellors and nurse)
- Responsibility for medical needs and first aid
- Responsibility for reception
- Oversight of the parent, teacher association
- Attendance and Punctuality
- Organisation of specific whole school events, for example parents' evenings or open evenings
- Data and assessment
- Universities and Careers
- Admissions
- Teaching and Learning
- External Examinations
- Leadership and administration of Lab and Cultural Perspectives
- Responsibility for premises including fire drills
- Responsibility for Health and Safety
- Liaison with Westminster School and other local stakeholders
- Trips and Visits
- Early Careers Teachers and Initial Teacher Training
- Leadership and administration of Societies
- Timetable

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- 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 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 support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- 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



HARRIS WESTMINSTER
SIXTH FORM

Person Specification

Attributes	Description	Desirable
Qualifications	A levels or equivalent Level 3 Designated Safeguarding Lead Level 3 Prevent Lead	Good degree or equivalent Further degree Professional qualification in mental health, education, youth work or other related field. Evidence of ongoing professional development
Experience	Successful leadership experience in a school or related environment Experience as a Designated Safeguarding Lead (DSL) or Deputy (DDSL), with a strong track record of leading safeguarding practice, managing complex cases, working effectively with external agencies, and promoting a culture where the welfare and safety of children are paramount Successful pastoral experience in a school or related environment Experience of improvement planning and securing improvement Experience of implementing a range of strategies to improve outcomes for young people Proven track record of managing and implementing change in relation to teaching practices and standards	Experience of observing teaching and giving feedback Experience in multi-ethnic urban schools. Experience of working with governors Experience of writing self-evaluation, monitoring reports Deputy Designated Safeguarding Lead Experience in highly achieving academic setting
Knowledge, Skills & Abilities	Use data to analyse performance and manage interventions Understand trends, issues and current issues facing 16-19 provision Understands the factors affecting learning Strategies for monitoring and evaluation of standards of attainment Effective development of staff and resources Work as part of a team and to develop and maintain positive relationships with teaching and other support staff. Good communication skills both writing and speaking. Lead and manage own work effectively and take responsibility for own professional development. Excellent time management skills and the ability to prioritise and meet deadlines under pressure. Think strategically Manage change effectively	Understands how to plan lessons with challenging learning objectives and outcomes Effective use of ICT to promote learning, including e-learning Strategies to maintain excellent behaviour and pace Inspire students, raise their aspirations and to support high level learning
Personal Qualities	Curiosity, passion for learning Belief in the transformative opportunities that come from excellent education Desire to make a difference to the outcomes of disadvantaged students Ambitious and hard-working Approachability and presence Sense of humour and resilience Enthusiasm for and commitment to the achievement of the Sixth Form's overall vision for success at all levels. Commitment to contributing to Sixth Form life as a whole and willingness to be involved with clubs and community projects. 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.	

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)

"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: Monday November 2nd

We reserve the right to conduct interviews as applications come in, which might lead to closing the advert early.

Start date: January 2026

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.

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?

- 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.

learning new people want environment wanted academic chose students opportunities really amazing one results found strive decision seemed community education pursuit stand beyond reputation a-level impressed concept things enjoy lectures join westminster places passionate made set ways student high something process right coming area societies without knew curriculum

For a confidential discussion about this post with the Executive Principal, for more information, or to arrange a visit, please contact Zarmeen Mirza (PA to Principal) on 020 3772 4555 or z.mirza@harriswestminstersixthform.org.uk. 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.