



Candidate Information Pack For Directors Of Learning (DoLs)

Westminster Academy

Welcome to Westminster Academy. Sponsored by the Dangoor family, Westminster Academy is proud to be an Outstanding, non-selective, 11-18 academy and IB World School situated in central London.

At Westminster Academy we are committed to providing each student with the best possible academic and extra-curricular opportunities in a supportive, inclusive community. True to our mission, *“Education is Success”*, we strive to give students the tools they will need to fulfil their highest aspirations, to unlock the future pathways of their own choosing, and to value and make a positive impact on the world around them.

At the heart of our approach is the provision of a supportive, safe, kind environment to allow students to develop as confident young adults. Student welfare is the priority of all Westminster Academy staff, with personal tutors and our pastoral team ever present to ensure students are supported emotionally as well as academically. With an ethos grounded in the IB Learner Profile, the Academy aims to develop students who can collaborate and embrace challenges as Inquirers, Thinkers, Communicators and Risk-takers; students with a growth mindset and an international perspective, who are Knowledgeable, Principled, Caring, Open-minded, Balanced, Reflective.

The Academy has a strong record of academic success, with a passionate and highly knowledgeable staff body who devise engaging lessons to inspire a love of learning and prepare students for academic success and the world beyond. Classroom teaching and learning and rigorous assessment is enhanced by access to a wide range of learning platforms which benefit from AI technology to truly personalise independent learning for students. Our teachers have high expectations and provide interventions and extension activities to ensure each student is meeting their potential and challenged in the process. The breadth of our curriculum allows excellence in core subjects to be complemented by opportunities to develop creativity and expression in the arts, entrepreneurship and ICT mastery in Digital Enterprise, and our core PE classes for each year group ensure students are healthy in mind and body.

Location



Address:

Sir Naim Dangoor Centre
255 Harrow Road
London
W2 5EZ

Nearest Tube Stations:

Royal Oak & Westbourne Park
(Hammersmith & City and Circle lines)

What Guides Us at Westminster Academy



Mission: *"Education is Success"*

In 2013 Westminster Academy students chose our Mission: "Education is Success".

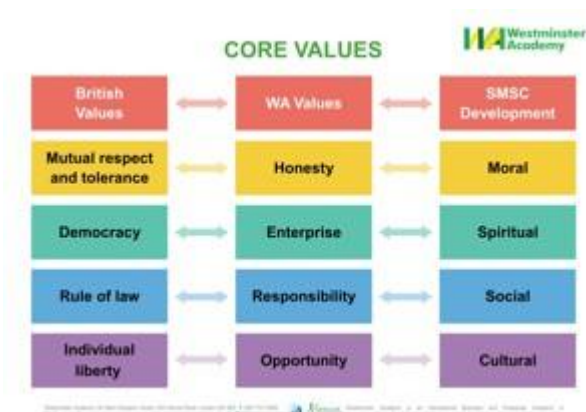
We strive to fulfil our Mission through the dedication of a talented teaching faculty and support staff; a high-quality, ever-evolving curriculum; individualised

academic support and an extensive extra-curricular activities programme.

Ethos

Our ethos is student-centred and a personalised learning experience for every student in a respectful environment so that all of our students are safe, secure and successful.

WA fosters a proud, cohesive, and ambitious staff body through an engaged and innovative professional learning community, where continuous active learning dialogue results in sustained progress for all students and professional growth for all staff.



Values

Our HERO values were also selected by our students and underpin personal development, behaviour and welfare at Westminster Academy.

- Honesty
- Enterprise
- Responsibility
- Opportunity

Reflecting on the Academy values and British values forms a key part of personal tutoring at Westminster Academy.

Welcome from The Principal - Dr Paul Wood



Dear Candidate,

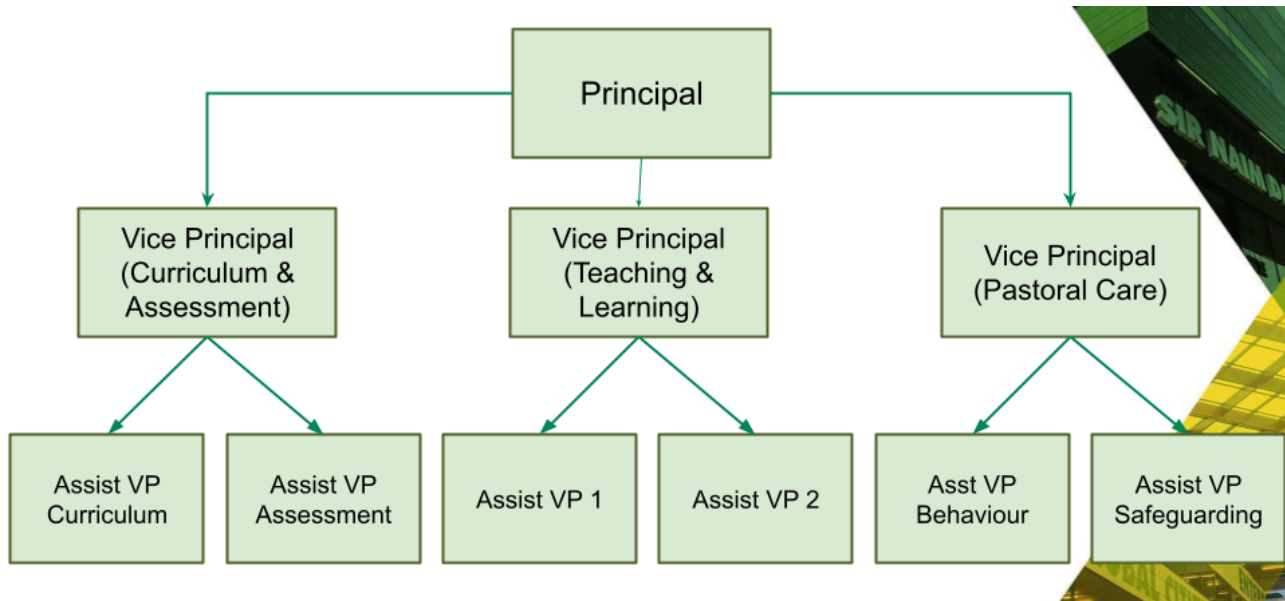
Thank you for your interest in teaching at Westminster Academy. At Westminster Academy we achieve our Mission - **“Education is Success”** - in many different ways. Positive relationships between teachers, support staff members, school leaders, parents and carers are vital for student success, and allows us to provide a supportive, inclusive environment in which students develop as confident young adults. We provide a wide range of academic opportunities for our students, along with guidance and support to help them be successful.

Our WA ethos is underpinned by the [IB Learner Profile](#). We are the only non fee-paying school in London to offer the International Baccalaureate’s (IB) Diploma and Career-related Programmes. The internationally recognised IB qualifications reflect the IB’s own Mission to develop ‘caring young people who help to create a better and more peaceful world through intercultural understanding’.

Ultimately, our success is reflected in what our students take with them when they leave WA, not only in terms of academic outcomes and post-18 choices, but also the impact Westminster Academy students can make on the world by personifying our WA values and ethos. You can see more of our school in this [video](#) and I hope you enjoy finding out more about us.

Dr Paul Wood, Principal and CEO

The Senior Leadership Team



The Senior Leadership Team at Westminster Academy have agreed on a way of working that is conducive to team growth and development. We aspire to:

- Working collaboratively to find solutions
- Respecting and reflecting on different perspectives and areas of strengths from the team members
- Holding each other accountable when required - considering how this can be done in a way which helps everyone to grow
- Role modelling collegiality
- Clear, consistent, timely communication in an organised way
- Being on the same page and this being apparent and consistent for all staff
- A real sense of everyone in the team 'mucking in' and helping out/being flexible when required

Staff Benefits

What we offer:

- A competitive salary and benefits package
- Sign up incentives available for experienced IB educators
- An excellent programme of continuing professional development
- Relevant training with the International Baccalaureate for teachers of Key Stage 5
- A commitment to staff well being, including access to the local gym, staff social events,
- Perkbox membership with associated benefits
- Free parking
- Excellent transport links and close to central London for the social life and sights of London

Job Description

JOB TITLE	Director of Learning
RESP/GRADE	<p>Salary: WA Payscale M1 to U3 + Extra Responsibility Allowance (£34,772 to £54,016 + Extra Responsibility Allowance of minimum £6K)</p> <p>Working Pattern: Monday to Friday: Hours: 08.15-16.45</p> <p>Not suitable for Early Career Teachers (ECTs)</p>
REPORTS TO:	Assistant Vice Principal for Teaching and Learning
<p>JOB PURPOSE</p> <ul style="list-style-type: none"> The key purpose of the Director of Learning is to work with the Assistant Vice Principals supporting the operational leadership of the Academy by providing effective management for standards of achievement of all students within the curriculum area group or key stage. With the Assistant Vice Principals, the post-holder will (i) assist with policy and make a significant contribution to the overall planning and development for maximum student success (ii) realise the ethos of an IB learning organisation with high expectations of students and staff, and a positive approach to internationalism, entrepreneurialism and innovation. 	

ACADEMY LEADERSHIP AND MANAGEMENT:

- Lead, manage and develop a subject or curriculum area; and lead and manage student development across the curriculum area. Furthermore, to be available (onsite) for a minimum of 10 days out of term time during each academic year determined by the Principal (or a delegated member of staff).
- To be responsible and accountable for all the policies and decision-making involving the agreed area of responsibility. Establishing policies which support the strategic direction of the academy and achievement of its aims and objectives.
- Leadership and management responsibility of all staff in the curriculum area to ensure high standards of professional development and effective practice
- Lead role in ensuring that conditions for effective teaching and learning are consistent and effective, through planning, monitoring, evaluation and review.
- Monitor and evaluate progress towards achieving aims and objectives identified on Academy Development and Department Development Plans.
- Lead evaluation strategies and department evaluation framework to contribute to overall academy self-evaluation.

- Coordinate CPD needs and opportunities for your relevant area of responsibility, including cross curricular opportunities.
- To take part in whole academy duties such as those at lunch, break, start and finish times.
- Plan and implement strategies where improvement needs are identified. Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Provide the EXCO and the Senior Leadership Team with relevant subject, curriculum area or student performance information.
- To keep abreast of developments within the department of responsibility and ensure that new developments and changes in course content are introduced, evaluated, appropriate changes made and delivered.
- To be responsible for SMSC and Fundamental British Values within the area of responsibility

STUDENTS' LEARNING

- Identify appropriate attainment and achievement targets in line with Westminster Academy's Assessment Policy
- Ensure that relevant attainment/achievement targets are met by all teachers and students in the area of responsibility.
- Monitor student standards and achievement targets against Academy targets
- Monitor and evaluate planning, interventions, curriculum coverage and learning outcomes and make adjustments appropriately.
- Monitor and evaluate standards of behaviour and attitude and make adjustments appropriately.
- To celebrate the success of former and existing students in the area of responsibility.
- Ensuring students' attitudes to learning are of the highest standards within the curriculum area.

STAFF SUPPORT

- To encourage staff to foster a professional culture and to take an active part in the safeguarding of students in particular by ensuring it is given the highest priority and is firmly embedded within the academy's practices.
- To foster high standards, inclusion, motivation and achievement in learning through supporting the Academy area you have direct responsibility for.
- Act as a role model and practitioner of good classroom practice for other teachers, modelling effective strategies with them. Maintain personal expertise and share this with other teachers.
- Monitor and evaluate the quality of learning, identifying areas for improvement and make adjustments appropriately.
- To improve the impact of teaching on students' learning where needs are identified.
- To work closely with the Inclusion team to ensure that appropriate interventions are used effectively within the area of responsibility.
- Induct, support and monitor new staff (including newly qualified teachers).
- Act as performance management leader for identified teachers within the area of responsibility.

COMMUNITY DEVELOPMENT

- Engage effectively with parents and all aspects of the WA Community in a variety of students learning activities which include resolving complaints and develop constructive relationships that support the academy in realising its aims and objectives.
- To contribute to Westminster Academy's PR and the organisation of events, including the creative use of the website, VLE, text messaging and appropriate applications of future technologies.

- To assist with the coordination of student information and contribute to the organisation of Progress Review Days, Parents' Evenings, termly reports and Curriculum Evenings.
- To be aware of and comply with Academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (and any other points in the latest KCSIE DfE document).
- To contribute to the Academy ethos, aims self evaluation and development/improvement plan.
- To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students in line with Academy policy.

OTHER DUTIES

- Undertake personal development through training and other learning activities including performance management as linked with the Academy whole school priorities.
- To be responsible for standards across the aspect of learning.
- Attendance at all meetings as directed by the line manager and to implement the agreed actions within the required deadline and follow the Academy's line management procedures.
- Recognise own strengths and areas of expertise and use these to advise and support others. Furthermore, seek appropriate professional development where required.
- To work with suppliers and agencies in a collaborative R&D context, to pursue research and case study opportunities, enabling us to become a leading edge Academy, offering services and advice to other institutions, locally, nationally and internationally where appropriate
- To be a positive role model for students in terms of the Academy dress code and conduct policy.

Person Specification

Essential Criteria

Education/Qualifications:

- Good Honours degree or equivalent
- Qualified teacher status
- Recent CPD to evidence middle management / leadership training

Professional knowledge, skills and competences:

- Excellent communication, ICT and presentation skills, both written and oral
- A motivator and leader, inspiring confidence in staff and students that they can succeed and achieve their personal best
- Detailed knowledge and understanding of Secondary School exams and data requirements, including SIMS, Progress 8, Attainment 8, ALIS and KS3
- Successful and varied teaching and leadership experience in the secondary sector up to and including Sixth Form
- Outstanding classroom practitioner and personal tutor
- Understanding the needs of students and how to remove barriers to learning
- A knowledge and leadership of successful implementation of intervention strategies

- An ability to actively engage with students, parents, staff and governors and the local community, in the life of the school
- Sensitive and skilled leader and manager of people

Experience:

- A proven track record as a successful leader of curriculum / pastoral with relevant and appropriate experience of influencing the quality of teaching, learning and achievement
- Monitoring, evaluating and reviewing department policy, practice and performance of staff and students
- Experience in relation to all educational data
- Leadership of a curriculum area
- Appropriate engagement in action research
- Evidence of commitment to promoting the health, welfare and safeguarding of children in the latest DfE KCSIE document
- Evidence of delivering whole school INSET

Philosophy and commitment:

- An understanding of and commitment to comprehensive values and the inclusion agenda
- A belief that everyone can benefit from and has an entitlement to high quality educational opportunities
- A personal commitment to lifelong learning and continuous professional development
- Commitment to high standards, best value and continuous improvement
- A “can-do” approach and positive attitude to innovation and change

Personal qualities:

- Attention to detail
- Leadership potential and excellent team player
- Good interpersonal and motivational skills
- Enthusiasm
- Initiative and self-motivation
- Flexibility, creativity and the ability to think laterally
- Stamina and a capacity for hard work
- Good time management skills
- The ability to be reflective and self-critical
- High expectations of academic attainment, achievement and behaviour
- An ability to influence others, inspire, motivate and innovate within the vision, values and ethos of the school and to drive change appropriately
- An ability to remain calm and perform well when working under pressure
- Show resilience at all times

Desirable Criteria

Professional knowledge, skills and competences:

- Experience of an IB school

How To Apply

Please send both parts of your completed application form to:

hrteam@westminsteracademy.org.uk

Please note we do not accept CVs.

We may interview candidates ahead of the closing date so early application is advised. The Academy reserves the right to interview and appoint prior to the advertised closing date.

Safeguarding

We are committed to safeguarding children and promoting their welfare. As such there may be additional safeguarding requirements and responsibilities depending on the nature of the role advertised and the extent to which the role will involve contact with children.

We expect all staff to share our commitment to safeguarding.

A professional social media check may take place to reduce risks to reputation, confidentiality breach and data security. The check identifies a candidate's online presence to look for negative behaviours such as bullying, racism, nudity and excessive bad language.

The post is subject to an enhanced Disclosure and Barring Service check. This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for any role at Westminster Academy must disclose all spent and unspent convictions.