# SIXTH FORM ADMINISTRATOR
# INFORMATION PACK

EDUCATION IS SUCCESS

Thank you for your interest in applying to work at Westminster Academy.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

# WELCOME FROM THE PRINCIPAL AND CEO

Dear Candidate,

It gives me great pleasure to introduce myself as Principal and CEO of Westminster Academy. I was privileged to take on this role in August 2024 and become part of the continuing development of this wonderful school.

Our mission is 'Education is Success' and we strive to achieve this mission in a number of ways. We recognise that success can only be achieved in an environment where students feel safe, happy and supported. We are a school that prioritises student well-being in an inclusive, kind environment to allow students to develop as confident young adults. Our committed staff body is ever present to ensure students are supported emotionally as well as academically.

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. Our approach to teaching, learning and curriculum places emphasis not only on traditional academic subject knowledge but also on cross-curricular connections, student self-management, communication skills, technology use and critical thinking through student-centred, personalised learning experiences.

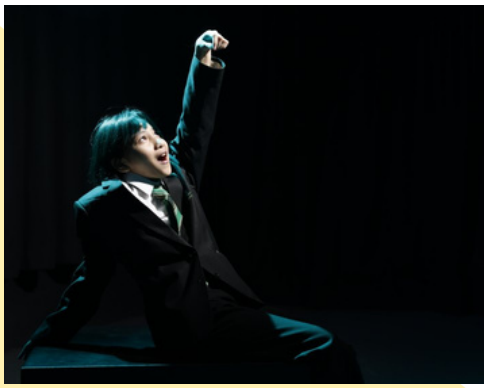
Westminster Academy students value the breadth of extra-curricular opportunities on offer, which enrich learning experiences beyond the classroom and give students opportunities to develop talents and experience personal success. Alongside an exciting extra-curricular activities programme, a large number of educational visits and internal events take place each year, as well as an outstanding careers programme. Students are empowered through leadership initiatives and contribute to the improvement of the Academy through the Academy Council programme.

Westminster Academy is one of the few non fee-paying schools in London to offer both the International Baccalaureate Diploma Programme and the International Baccalaureate Career-related Programme at key stage 5. These demanding, world-renowned qualifications aim to combine academic excellence with a mission to 'develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect'. This goes hand in hand with our values as an Academy: Westminster Academy students have a strong sense of social responsibility; they research social issues to understand the wider world, fundraise energetically and take an active role in the community with the objective of making the planet more equal, fair and sustainable.

My personal aspirations for Westminster Academy students align with those I have for my own teenaged children: I want to support them to flourish in all areas of their lives by helping them develop into well-rounded, compassionate individuals. My colleagues and I are committed to providing them with an exceptional education as part of a caring school community to ensure they have access to their preferred post-18 pathways, and have the skills and attributes to achieve their personal and professional goals.

Thank you for your interest in our Academy. I look forward to receiving your application.

Mrs Numera Anwar
Principal and CEO



# OUR MISSION, ETHOS AND VALUES

## 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 personalises learning 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.

**H**onesty

**E**xcellence

**R**esponsibility

**O**pportunity

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

## IB Learning Profile

The IB Learner Profile is used across the school as a framework for character development. IB learners strive to be:

# WELCOME FROM WA SPONSORS & TRUSTEES

## David Dangoor CBE

### The Exilarch's Foundation

We are very proud to have sponsored Westminster Academy since it opened in 2006. This has been a period of steady development with significant improvements in each of these years.

It has been very gratifying being alongside a hard working and dedicated team of teachers and staff, and its remarkable leadership. Our aim has been to support their inspiring teaching of the students, who are drawn from so many diverse backgrounds.

Westminster Academy has the benefit of a resourceful and effective group of Trustees, with an exceptional Chair, which has maintained an ambitious strategy for excellence.

We are committed to continue to build links with outstanding outside organisations that add enriching dimensions to the student experience at the Academy.

We know that we need to improve continuously, to ensure that every student feels the benefit of their years of effort at this Academy for the whole of their adult life.

## Alastair Metcalf

### Chair of Board of Trustees

Westminster Academy has always had a clear ambition: to be a place of educational excellence, while remaining firmly rooted in and responsive to the community it serves.

We are fortunate to be part of one of the most diverse communities in central London, and we are committed to ensuring that the Academy continues to meet the needs and aspirations of local students, families and residents. For every young person who chooses to study with us, our aim is to provide opportunities that enrich their experience, broaden their horizons and help make their time at the Academy truly transformative.

That commitment extends beyond the classroom. In particular, we want those living in Westbourne and across Westminster to see Westminster Academy as a place they can connect with, contribute to and be proud of.

I encourage you to engage with the Academy, its staff and its leadership whenever you can. In return, the Board of Trustees remains committed to building on the Academy's strong reputation, strengthening our relationship with the local community and ensuring Westminster Academy continues to be a place of which we can all be proud.

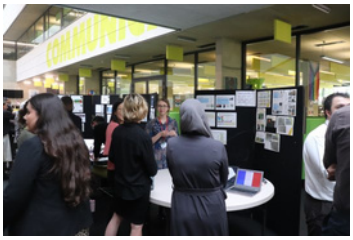
# AREAS OF STRATEGIC FOCUS 2025 - 2028

1. We will ensure that we continue to strive to be the number one school of choice in the borough.
2. We will ensure highly effective teaching and assessment takes place that allows young people to achieve their ambitions.
3. We will provide excellent leadership and governance at all levels to enable effective development at WA.
4. We will ensure a rich, engaging and inclusive curriculum with effective teaching and high-quality learning resources across all subjects and year groups.
5. We will have a clear and cohesive digital strategy for education.
6. We will ensure that pupils are well-behaved, confident and respectful in a safe and secure environment.
7. We will foster an environment where students thrive from bespoke personal development, careers and leadership programmes.
8. We will ensure, regardless of their ability or personal circumstances, all groups of pupils make at least 'good' progress, and differences in their attainment are diminished.
9. We will ensure a high-quality workforce and prioritise staff retention through carefully considered professional development and workload.

# PROFESSIONAL DEVELOPMENT

Westminster Academy is committed to fostering a positive ethos of continuous improvement and learning, which motivates and develops its staff community.

Internally, alongside four INSET days across the year, we have regular Professional Learning opportunities; every Wednesday, students have a shortened day which enables us to run departmental and whole school CPD based on developing practice school wide. Here, we use guidance from the DfE and EEF, alongside taking regular staff feed-back, to ensure our internal training is of the highest quality and has real impact. We also have dedicated Professional Learning Communities, whereby staff meet with colleagues from across the school working on similar areas of practice, to support, observe and collaborate in these areas. This culminates in a showcase at the end of the academic year, whereby staff celebrate their learning and development together. Finally, we also offer coaching training in-house for all leaders at the Academy to support their ongoing development.



Alongside this, we use a tailored approach to ensure staff receive bespoke training opportunities externally, which is supported by a healthy training budget. Staff have a menu of options to suit all levels of experience, including specific opportunities to develop trainees, as well as current and aspiring Middle and Senior leaders. Courses taken by our staff have included Category Two and Three IB courses, IBSCA courses and NPQs for differing levels and specialisms, and we support the completion of these, as well as shadowing in other settings wholeheartedly.

All staff are expected to guide aspects of their own professional learning and this forms the heart of our Performance Management system.

# STAFF REWARDS & BENEFITS

## 24/7 Virtual GP Service

Staff have access to a virtual GP service that provides remote medical consultations via a 24/7 GP helpline or a separate “Your Online Doctor” service for video consultations, for themselves and their families. The service allows access to qualified GPs for advice, diagnosis, and private prescriptions delivered electronically to an employee or pharmacy of their choice, complementing a staff member’s existing GP service. With easy access and availability, staff don’t need to take time off work to speak to a GP for common health concerns and non-emergencies.

## Annual Season Ticket Loan

A season ticket loan is an interest-free loan provided to help staff pay for an annual public transport season ticket. The loan amount is repaid over 12 equal monthly instalments via payroll, which allows them to spread the cost of the ticket instead of paying for more expensive, monthly passes. This scheme is designed to make commuting cheaper and more convenient, as annual tickets are typically less expensive than daily or weekly fares.

## Attendance Incentive

As a small token of appreciation, a shout out and a certificate is awarded to staff with 100% attendance every term. Staff with 100% attendance over 2 terms will be credited £15 on their Arbor account to use against hot drinks or food from Global Café or Sky Dining. Staff with 100% attendance over an entire academic year will receive a £100 gift voucher. Just as for the students, all absences from work are included in this calculation, apart from religious observations.

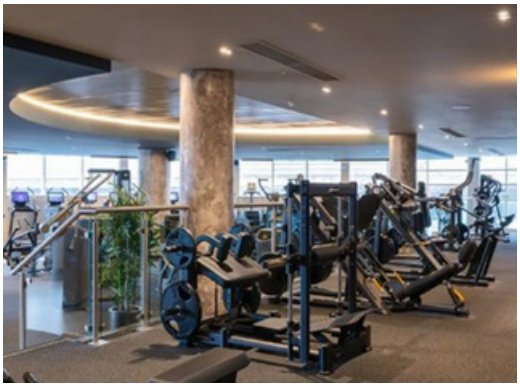
## Cyclescheme

We are a registered employer of the Cyclescheme which is the UK’s most popular Cycle to Work employee benefit, providing staff with the opportunity to purchase a bike and accessories of their choice up to the value of £1,000, tax free, saving up to 47%. Bike rental for 6 or 12 months is also available whereby staff save money and spread the cost of commuting on city hire bikes via bike rental membership. The perfect way to cycle alongside other modes of transport.

Staff pay nothing upfront and the payments are taken tax efficiently over 12 equal monthly instalments via payroll. A large selection of cycling brands is available for staff to choose from, at independent bike shops in the local community, big-name stores, online retailers or brand direct.

## David Lloyd Access

Staff have free use of the gym and swimming pool at the Notting Hill branch of David Lloyd, located right next door to the Academy at 1 Alfred Rd, London W2 5EU. Access is available once a week, Monday to Friday, by presentation of a staff ID card at reception. Staff also have access to the Clubroom which comprises of a restaurant, soft seating and quiet workspaces. For staff interested in full access to David Lloyd, a discounted membership rate is available.



## Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing. Staff can also download the Wisdom Health Assured app to log in and track their wellbeing.

## Free Eye Tests

Staff who are required to use display screen equipment, usually a Visual Display Unit (VDU), can claim the cost of an annual eye test. The maximum amount that can be claimed is £30.

## Free Parking Onsite

Secure and covered, off-street parking is available for bicycles, cars and motorbikes with direct access into the building.

## Free Fruit

Staff can help themselves to a piece of fruit, and complimentary tea and coffee in the staffroom every day.

## Free Breakfast @ Global Café

Our Global Café is open throughout the academy day from 7.00am - 3.00pm, and accepts contactless payment with a bank card or payment via Arbor with a staff ID card. Free breakfast bagels are available each morning from 7.30am.

A loyalty card scheme also allows staff who use their own cup when purchasing hot drinks to claim a free hot drink on the sixth visit.

## Home & Tech

Home & Tech, previously known as the Techscheme, is the smart way to buy and save on home and tech products. Powered by Currys and Ikea, this benefit offers staff a more affordable way to get the latest home and tech for you and your family. Choose from thousands of products including laptops, phones, smart health, white goods, gaming, photography, furniture, kitchenware, tableware, lighting, bathroom products, and outdoor living. Staff can choose a redemption voucher up to the value of £1,000 and spread the cost of their purchase(s) from their salary via salary sacrifice across 12 months and make a National Insurance saving of up to 8%.

## Pension Scheme Contributions

The Academy pays the national percentage rate of monthly contributions for Teaching Staff enrolled in the Teachers' Pension Scheme, and for Support Staff enrolled in the Local Government Pension Scheme, of 15.6%.

# JOB DESCRIPTION

| | |
|---|---|
| **Job Title** | Sixth Form Administrator |
| **Salary Grade** | WA Scale 5, Spine Point Range 12 - 17<br>£26,631 - £29,184 FTE (£23,780 - £26,081 pro rata) |
| **Hours** | Full Time, 37.5 Hours per Week<br>Term Time + 2 Weeks (INSET days + 1 additional week) |
| **Responsible to** | Assistant Vice Principal - Director of Sixth Form |
| **Job Overview** | To act as both the London lead for the OxNet programme, as well as to work as part of the Westminster Academy Sixth Form Team to support students, as well as the team, with Sixth Form and IB administration. |

**Overall Responsibilities:**

### OXNet Co-ordination

Co-ordination of the activities of the London Centre for Languages and Cultures (LCLC), working with pupils, teachers, and universities to:

- Organise OxNet Languages outreach: guest lectures online, reading groups, film groups.
- Develop a programme for the LCLC, with regular communication & collaboration with the 'North West Centre for Languages and Cultures' (NWCLC).

Co-ordination of the OxNet in the tri-borough, led by Pembroke College Oxford including:

- Recruitment of students on to intensive courses in September/October.
- Assisting OxNet Administrator and Access Fellow in candidate selection for intensive courses.
- Year-long communication with students on intensive courses, including collecting all relevant paperwork and chasing work for deadlines.
- Co-organisation of Study Skills Day in February.
- Weekly attendance of twilight online seminars from March - April, supervising students and acting as the DBS checked member of staff on the sessions.
- Organisation of annual Steering Group meetings.
- Supporting the Pembroke College Outreach programme known as 'Pembroke Scholars'.

Co-ordination of general OxNet activity including:

- Organisation of Access Week.
- Updating the OxNet website.
- Building the OxNet link schools network in West London.

### Sixth Form Administration

- To support with UCAS and early entry university applications.
- To oversee and coordinate the Dare to Know lecture series.
- To provide advice, guidance and support with UCAS applications for Yr13 students.
- To support students' academic writing in the Year 12 and 13 Extended Essays and Reflective Projects.
- To provide pastoral support to a Sixth Form registration group as a personal tutor (where applicable).
- To oversee and coordinate the Brilliant Club and other initiatives for high achieving WA students in years 7-11.

- To support in the day-to-day operations of the Sixth Form as required.
- To provide a range of administrative support to the IB Programme and other Sixth Form colleagues, in order to facilitate the best possible experience for our Sixth Form IB students.
- To provide administrative support to the Head of IB, including appropriate use of the International Baccalaureate Information System (IBIS).
- To co-ordinate the Year 12 Career Ready Programme.
- To co-ordinate the payment of Sixth Form bursaries.
- To co-ordinate Sixth Form opportunities, including organising, co-ordinating and tracking Sixth Form educational visits.
- To submit requests any Enquiry Upon Results following the issue of IB results.
- To co-ordinate the creation of the Sixth Form newsletter by students.
- To ensure all Sixth form students are enrolled in relevant virtual learning environments including Kognity, JSTOR, InThinking and ManageBac.
- To provide administrative support for examination sessions including Year 12 Final Exams, Year 13 mock exams and Year 13 final examinations.
- Entry of assessment data.
- To create and update visual displays in the Sixth Form area.
- To support the Sixth Form admissions process.
- To act as the first point of contact for enquiries regarding the Sixth Form.
- To support the planning of, and then attend, Sixth Form informational events.
- To maintain accurate records of destinations of students leaving Year 11 and the Sixth Form.
- To be a member of the invigilation team for all examinations including IB external exams, summer retake exams and admissions entrance examinations.

**Scope of the Job Description:**

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post, and therefore, you may be required to perform other duties as requested by your Line Manager. The duties may need to be varied to meet the changing demands of the academy at the reasonable discretion of the Principal and School Business Director. This job description does not form part of the employment contract. It describes the way the postholder is expected and required to perform and complete the particular duties.

**Safeguarding of students and Duty of care:**

All staff, regardless of role, level of seniority, and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. We expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns they may have. All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, it is essential that you know what actions to take.

# PERSON SPECIFICATION

The person specification outlines the experience, skills, and abilities we expect the successful candidate to possess.

| Criteria | | Essential | Desirable |
|---|---|---|---|
| **Education & Qualifications** | • Degree | ✓ | |
| **Professional knowledge, Skills & Competences:** | • Excellent communication skills, both written and oral.<br>• Strong ICT skills, including word processing, use of spreadsheets and database management, and familiarity with Google Drive.<br>• Excellent organisational skills, including forward planning and calendar management.<br>• Good knowledge of the issues surrounding university access, widening participation and social mobility in the UK.<br>• Understanding of working with sixth form pupils in an academic capacity.<br>• Proven ability to work well with learners, peers, teachers and senior staff.<br>• Experience of marketing, web editing skills, and working with multimedia/video | ✓<br>✓<br>✓ | ✓<br>✓<br>✓<br>✓ |
| **Skills** | • Excellent interpersonal skills with ability to develop positive working relationships at all levels (internally and externally) and to translate ideas into actions.<br>• Emotional intelligence, self-awareness and confidence.<br>• Accuracy and attention to detail.<br>• Excellent organisational skills, ability to prioritise and work effectively under pressure.<br>• Flexible approach to working/flexible working hours and willingness to travel to other schools and universities.<br>• An understanding of responsibilities relating to the safeguarding of young people and vulnerable adults | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | |
| **Philosophy & Commitment** | • An interest in educational issues<br>• A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities<br>• A personal commitment to lifelong learning and continuous professional development<br>• Commitment to high standards, best value and continuous improvement<br>• A 'can-do' approach and positive attitude to innovation and change | ✓<br>✓<br>✓<br>✓<br>✓ | |
| **Personal Qualities** | • Attention to detail<br>• Confidence and good interpersonal and networking skills<br>• Enthusiasm<br>• Initiative and self-motivation<br>• Flexibility, creativity and ability to think laterally<br>• Stamina and a capacity for hard work<br>• Good time management skills<br>• Ability to be reflective and self-critical | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ | |

# SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS

## Employee Assistance Programme

**Westminster Academy is committed to safeguarding and promoting the welfare of children and young people, and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The aims of our Safer Recruitment Procedures are to deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- an application form - please visit our Vacancies page.

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.

## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

## Pre-employment checks

- An enhanced DBS check is required for all successful applicants
- Prohibition and overseas checks will also be completed if necessary

# HOW TO APPLY

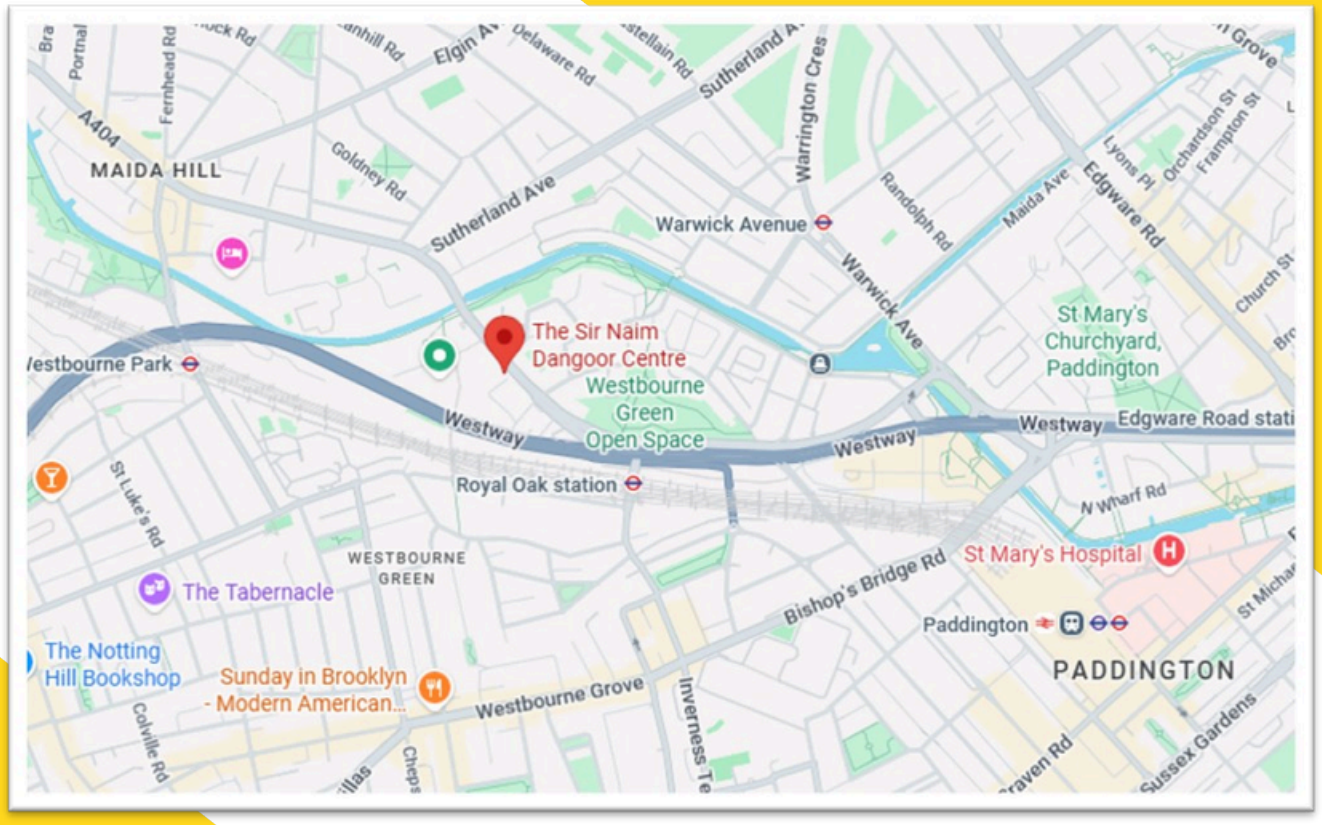
The closing date for applications is **9am** on **Monday 2nd November 2026** with interviews being held on a rolling basis so early applications are encouraged.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification. Further information about the role and an application form can be found on our Vacancies page.

For more information about this position, or to have a confidential discussion about the role, please contact hrteam@westminsteracademy.org.uk.

We look forward to hearing from you.

# HOW TO FIND US




## Westminster Academy

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## HR Team

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Visit our website

Watch our video!