

DERBY MOOR SPENCER ACADEMY



Head of Sixth Form Candidate Information Pack

Together we succeed

Achievement

Aspiration

High Expectations

Community



Principal's Foreword

Following the promotion of the current post-holder, I am excited to share an excellent and rare opportunity to join the leadership team as a Head of Sixth Form at Derby Moor.

We are looking for an ambitious, experienced leader to become our next Head of Sixth Form and help to lead the provision through its next phase of development. The vacancy offers significant potential for career development and will provide opportunities to demonstrate tangible impact upon the life chances of our young people. The role will involve strategic oversight of the sixth form, its curriculum, outcomes and pastoral care. The successful candidate will line manage the sixth form team including an Assistant Head of Sixth Form, a Pastoral Leader and an Admin Assistant.

Derby Moor is a unique place to work, and the post holder will join us at an exciting time as we finesse a number of aspects of our provision in the pursuit of excellence. The academy has a track record of consistently strong outcomes for young people, particularly at Post 16 in recent years. Additionally, we have been designated as a World Class School, we hold the Platinum Careers Mark and have been recognised as a Centre of Excellence for our Inclusive Provision.

We welcome applications from experienced leaders with a demonstrable track record of impact upon outcomes for young people. I would strongly encourage a visit to the school or a conversation prior to application in order to help candidates understand the role, our context and to gain an insight into what being a leader at Derby Moor entails. See page 8 for details on how to make contact.



Academy Values

Our motto at Derby Moor is “Together we succeed.” When our students, staff and wider community unite and work in collaboration, we are stronger. Together we can challenge social injustices, create safe spaces and making a positive contribution to the world we share. Together We Succeed.

Our motto is underpinned by our four core values:

- **Achievement** – We believe that everyone can achieve, regardless of background or personal circumstance.
- **Aspiration** – We believe our students and staff can be the best in their chosen field. Our renowned employability curriculum gives our students the knowledge, skills-base and experiences they need to aim for greatness and to aspire to be the best they can be. For staff, our bespoke CPD offer ensures they have developmental opportunities and are supported to become expert practitioners.
- **High Expectations** – We believe high expectations are the foundations of success and expect the highest standards from our community. This is in terms of their conduct, communication and commitment to their own development. We are preparing students for life and the world of work, as such, we will not settle for anything less than excellence
- **Community** – We believe that the community at Derby Moor is unique and is key in preparing our young people for life in modern Britain. Our community is diverse and we all embrace the rich variety of faiths, cultures and backgrounds that exist here, working together to ensure everyone feels valued, safe and fulfilled.

At Derby Moor we take great pride in the facilities that we offer our students. Our school was re-built in 2013 and features a modern welcoming entrance plaza, state of the art technology and a diverse range of learning spaces and sports facilities. A state of the art environment does not make the school great - the relationships between staff and students, the unique sense of community, a commitment to the latest educational research, excellent CPD and an aspiration to never settle for 'good enough' is what makes Derby Moor such a special place to work and to learn. We are seeking to appoint an excellent teacher and inspirational leader, offering a good track record of securing improvement, who will help us move the academy forward on our pursuit of excellence.

Achievement

Aspiration

High Expectations

Community



Making a difference at Derby Moor

Our mission at the academy is to help drive social mobility and ensure all of our students have a rich variety of opportunities whilst at school and beyond. Our value of aspiration is about our young people being able to secure the best apprenticeships, gain access to the most ambitious courses at university and, ultimately, securing fulfilling and influential jobs that enable them to contribute positively to society. To achieve this, we start with inclusion – Once a Derby Moor student, always a Derby Moor student, regardless of start point, circumstance or individual need, we firmly believe that all our young people are capable of fulfilling their potential. Meeting their needs and removing barriers are key pillars to the success we have seen for students in terms of their academic success and their progression into post 16 and post 18 pathways. In addition to the main school being oversubscribed, we have a full and vibrant Sixth Form which has a trajectory of strong outcomes and a renowned enrichment and pastoral programme.

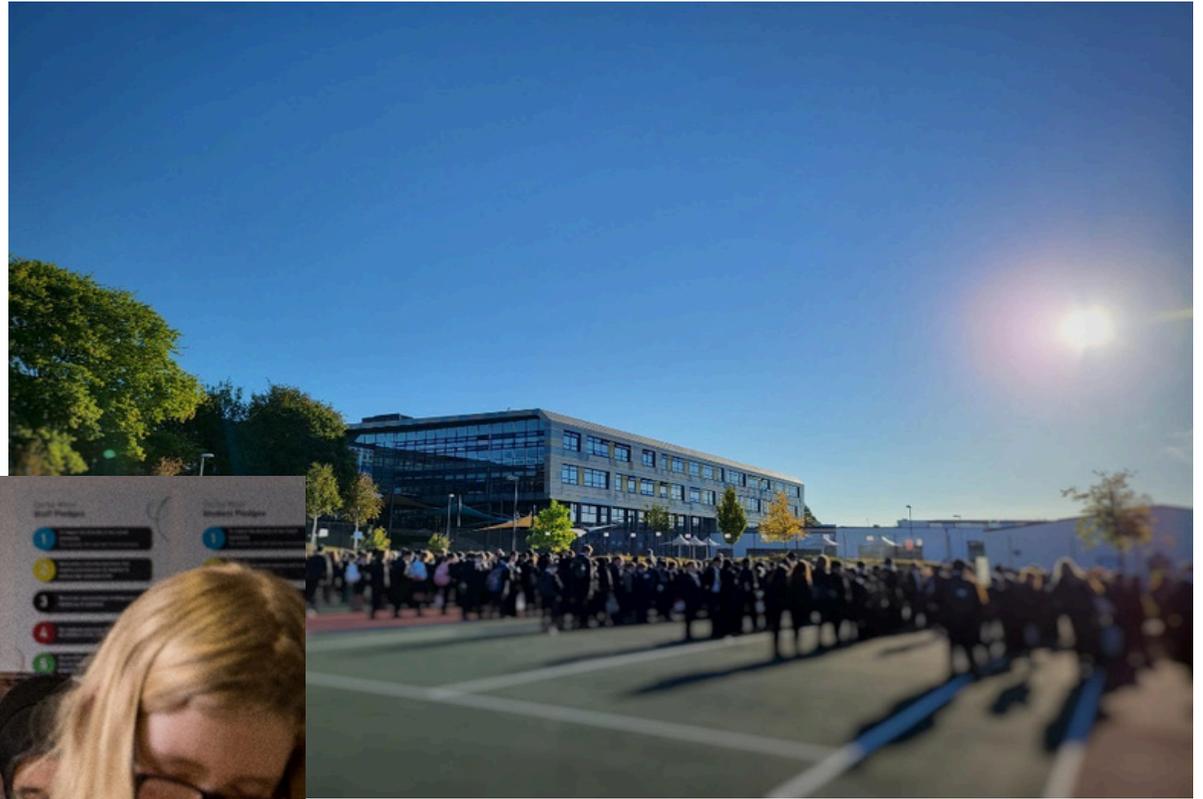
We are proud to have the exceptional work we do at Derby Moor validated by external bodies. We were recognised as a World Class School i showing that our students share the same characteristics and attributes as young people in the best schools across the country, less than 100 secondary schools hold this mark. We have achieved the Platinum Careers Quality Mark as recognition of the innovative and unique employability framework we have which sees students being mentored by local, national and international employers. In recent years we secured the Inclusion Quality Mark but, in doing so, we were also recognised as a Centre for Excellence of Inclusion. These 3 pillars, alongside a robust curriculum and framework for teaching and learning, give our students the basis to achieve all they are capable of in preparation for entering the 21st century workforce.

The successful applicant for this post will have a significant role in shaping the next phase of our Sixth Forms development as we strive for excellence in all areas of our provision. In doing this, they will make a significant difference to the life chances of the wonderful young people we connect with each day.

This is a unique opportunity for a leader to develop their skillset in a diverse and supportive academy. I look forward to meeting prospective candidates in advance of interview and I'm excited by the prospect of listening to the thoughts and ideas of those invited to the selection process. Together We Succeed.

Scott Doyle, Principal





Aims of Spencer Academies Trust

Mission

Our Mission is to deliver the best possible outcomes for children and young people.

Vision

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

We Believe:

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

Our Trust Behaviours

- Straight talking and sincere
- Love to deliver
- Obsessive about detail
- Strive to do it differently
- Share responsibility, celebrate success together

Our Leadership Behaviours

- Leadership by example
- Passion for people
- Coaching not critiquing
- Understand your impact
- Having humility



How to apply

Thank you for your interest in this exciting opportunity as Head of Sixth Form at Derby Moor Spencer Academy. For more information, please refer to our website and the Trust website at:

www.derbymoorspencer.org.uk

www.spencertrust.org.uk

Applications for this post must be submitted on our online portal, 'My New Term' which can be found [here](#).

which can be found at

In addition to the application form, candidates should complete a covering letter detailing the relevant experience, achievements and qualities that make them suitable for the role of Head of Sixth form. This should be no longer than 2 sides of A4 (size 11 font) and should be related to the person specification and job description. Letters will be checked for AI input - please write your letter from scratch, tailoring it to our school and this role. Written communication is a vital part of this job.

For us to adhere to safer recruitment guidelines and best practice, please ensure your completed application form:

- Accounts for any gaps in employment
- Provides detail of all your employment by month as well as year
- Include the names, addresses, phone numbers and email contact details of two professional referees who must be your current and previous employers.

For a confidential discussion with the Principal, to arrange a visit, for further information and any questions please contact:

Alyson Woodcock:

 01332 772 706

 awoodcock@derbymoorspencer.org.uk

Informal Visit Dates:

Wednesday 25th March 9.00

Friday 27th March 9.00

Monday 13th April- 9.00 and 16.30

Tuesday 14th April - 9.00

Friday 17th April - 9.00 and 16.00

Closing date for applications: Monday 20th April 9.00

Interviews: W/C 27th April 2026

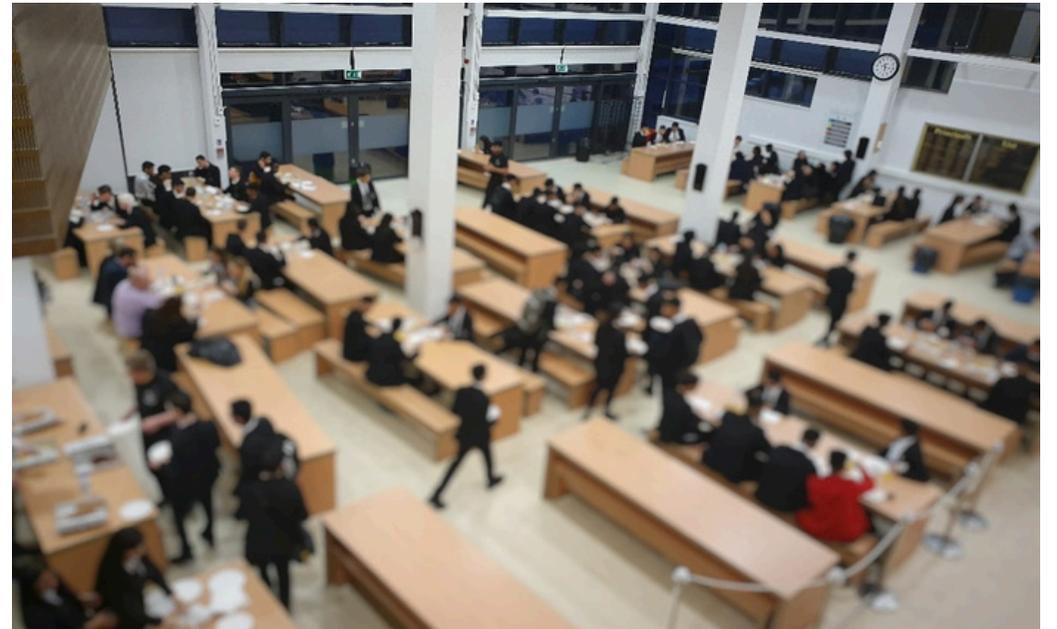
All applications will be acknowledged.

Spencer Academies Trust is an equal opportunities employer.

Spencer Academies Trust is committed to safeguarding and promoting the safety and wellbeing of children and young people. This post will be subject to all relevant pre-employment checks including enhanced DBS with children barred list and completion of Level 2 safeguarding training.







Terms and Conditions

Term	Permanent
Pension	Teachers' Pension Scheme
Hours	Full Time
Right to work	The successful applicant will need to provide proof of the right to work in the UK before taking up the post.
Safeguarding	The successful applicant will need to complete level 2 safeguarding training (online) prior to taking up the post.

Establishment:	Derby Moor Spencer Academy
Post Title:	Head of Sixth Form
Grade/Pay Range:	L6-L10
Reporting to	Assistant Vice Principal



Job Description

As part of the extended leadership team the post holder will have overall responsibility for the strategic direction and operational running of the Sixth Form. This will include recruitment, induction, retention and academic monitoring of all Sixth Form students. They will lead the pastoral and administrative support colleagues and the Year Teams to secure excellent standards of achievement, attendance, punctuality and standards while supporting the enrichment, personal development and wellbeing of all. They will evaluate the effectiveness of teaching and learning at KS5, monitoring the progress towards targets for students and intervening where necessary. They will have oversight of the Sixth Form curriculum offer and will work with colleagues to set future priorities for the Sixth Form. The post holder will support students in their progression to Post 18 pathways, liaising with appropriate bodies and organising events to maximise student progression from Post 16 to the next phase.

Main Duties and Responsibilities

Working as a leader in the school, the post holder will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Specific responsibilities include:

Sixth Form Ethos and Direction

- To lead and oversee Sixth Form attainment & achievement and work with the Principal and Vice Principal, for Quality of Education and Achievement to raise KS5 standards and outcomes.
- To produce an annual Sixth Form Improvement Plan which is reviewed regularly to set and communicate the strategic direction of the Sixth Form.
- To lead on and oversee attendance and punctuality and take positive steps to improve attendance for Sixth Form students.
- To lead on and oversee standards across the Sixth Form including adherence to dress code and expectations.
- To maintain an overview of Sixth Form students and produce reports on progress, achievement and attendance including that of identified sub groups.
- To lead and monitor the Sixth Form Enrichment, Independent Study, Home study, UCAS and Post 18 progression activities.
- To liaise with Vice Principal for Quality of Education and coordinate Sixth Form recruitment including all associated marketing and events.
- To lead on the development on the Sixth Form ethos and identity.





Job Description

Support and Intervention

- Meet with students, parents/carers or staff on issues relating to the Sixth Form.
- Ensure suitable local national data packages (e.g. Sixth Form RAG, Oxford Analytics, SISRA) are being used by subject staff to monitor student progression and where necessary implement suitable intervention strategies.
- To work with Vice Principals for Quality of Education and Achievement on the tracking of Sixth Form students' attainment and achievement and to arrange intervention support to maximise student outcomes.
- To attend the Sixth Form RAG and provide essential information regarding pastoral support and gather information to ensure individual interventions are appropriate.
- To support teachers and subjects including overseeing intervention packages for identified students in collaboration with Faculty Leaders or KS5 leads.
- To meet students who are flagged up for behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions.
- To liaise with the SEN / Inclusion team to ensure SEND students are tracked, supported and provided with interventions where required.
- To be available to support all Sixth Form Tutors and lead Year 13 Tutors.
- To support and monitor procedures for/with students on report in line with school policy.
- To make organisational arrangements for the admission and induction of new students.
- To attend and support Post 16 and GCSE exam download and results days.
- To plan and conduct Sixth Form student interviews following the publication of GCSE results

Communication

- To ensure successful communication with parents/careers, members of school staff and outside agencies.
- To prepare for and attend multi agency meetings as appropriate.
- To attend Parents Evenings, Review Days/Excellence Days, A level and GCSE results days and special events as relevant to the Sixth Form.

Administration

- To organise the administration of pastoral procedures for the Sixth Form.
- To ensure all Bursary administration is completed.
- To oversee the organisation of work for absent students where appropriate.
- To lead on the organisation of Sixth Form events such as Open Evening, Induction Days, Work Experience, Sixth Form Parents' Evenings etc.
- To lead on the organisation of Sixth Form Educational Trips and Visits.
- To support the organisation and distribution of progress data and student reports.
- To be involved in the preparation of student references.
- To liaise with the examination office regarding the administration of internal and external assessments in collaboration with the Vice Principal for Achievement
- To prepare reports for student Disciplinary Meetings as appropriate.
- To support the completion of the Sixth Form School Census in collaboration with Sixth Form admin and the Senior Leadership Team Operations Manager.



Job Description

Other Sixth Form Specific Duties

- To lead on the coordination and delivery of the Form Time Learning programmes and Enrichment for Year 12 and 13 including the production of materials for Year 13 which link to the whole school personal development.
- To lead on monitoring Tutors in delivering the programme.
- To deliver Sixth Form assemblies and recruitment assemblies to other year groups.
- To lead the Sixth Form Tutors in delivering pastoral care, support and guidance to students liaising with external agencies where necessary.
- Ensure all Tutors and KS5 teachers are actively implementing the school's policies including behaviour, attendance, dress code and safeguarding and ensure appropriate follow up to reporting procedures.
- To deliver a careers programme, ensuring students receive advice, impartial support and guidance on progression to higher education, training and employment through liaison with the Director of Futures.
- To coordinate sixth form specific Drop-Down Day activities.
- To oversee the admission of new year groups, from application to enrolment with close communication with the Progress Leader for Year 11.
- To develop and deliver an induction programme for students to promote effective transition
- To maintain an overview of KS5 retention figures and progression to Post 18.
- To lead and promote the Sixth Form contribution to whole school Student Voice and community links.
- To complete administration for blocking of timetables for KS5 year groups.
- To oversee students who are not applying to university in making successful applications in other areas.
- To organise the appeals, process in relation to the bursary.

- To lead on the organisation of the Enrichment programme of the Sixth Form.
- To liaise with the Assistant Principal responsible for reporting to quality assure the effective completion and distribution of Sixth Form reports.
- To lead and manage the UCAS/Unifrog process including provision of student support and guidance on A level results days.
- To plan and lead innovative ways for the Sixth Form to contribute towards the Derby Moor Community.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role



Person Specification

	Essential	Desirable
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	*	
Energy and enthusiasm, friendly and positive attitude	*	
A diplomatic and patient approach	*	
Initiative and ability to prioritise own work and that of others to meet deadlines	*	
Efficient and meticulous in organisation	*	
Able to follow direction and work in collaboration with the leadership team	*	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	*	
A commitment to on-going personal development and willingness to undertake appropriate training	*	
Good record of attendance and punctuality	*	
Ability to evaluate own development needs and those of others and to address them	*	
Commitment to support for the school including support for out of hours school activities e.g. attendance at functions and Celebration Evenings, Open Nights, Progress Evenings	*	
Commitment to the highest standards of child protection and safeguarding	*	
Recognition of the importance of personal responsibility for health and safety	*	
Developing trusting relationships with pupils, parents and staff	*	
Not barred from working with children	*	
Commitment to the Trust's ethos, aims and whole community	*	
An interest in becoming a senior leader		*



DERBY MOOR SPENCER ACADEMY



Together we succeed

Achievement

Aspiration

High Expectations

Community