

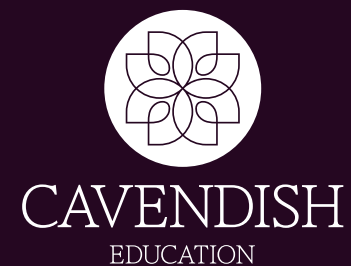
CANDIDATE PACK FOR:
HEAD OF SIXTH FORM



moatschool.org.uk



THE MOAT
SCHOOL



cavendisheducation.com

The Moat School

The Moat School is a thriving independent day school for boys and girls aged 9 to 18 years old. It specialises in supporting pupils with dyslexia, dyspraxia and other associated learning needs to achieve their potential. Located in Fulham and now also in Hammersmith, the school is celebrating its twenty first birthday this year.

We now have in place a Sixth Form site in Beavor Lane, Hammersmith, which plans to open September 2020. The new school building is an ideal Sixth Form setting, lending itself to a calm and mature atmosphere and great facilities to support effective learning and personal development.

Offering small classes and a caring, nurturing environment, the school allows all young people to make progress, regardless of their educational start-point. Pupils follow the National Curriculum and study towards A-Level, GCSE and BTEC qualifications. The opening of The Moat School Sixth Form will create an environment where pupils will receive the same consistent and outstanding pastoral care moving towards their A-Levels, BTECS and other KS5 qualifications.

The Moat School Sixth Form will continue the school's strong tradition of creating a space in which all pupils have the chance to maximise their potential in subjects they excel at, and giving outstanding support for subjects they have yet to achieve in.

The Cavendish Education Group

In Sept 2017, The Moat School joined the Cavendish Education Group - a family of seven schools focused exclusively on enabling children and young people with unique learning profiles (dyslexia, dyspraxia, autism and social and communication needs) to be the very best they can be.

The schools in the Cavendish Group do not focus on the things a child can't do - rather, they focus on an individual's strengths, talents and interests.

Each school has its own distinctive character, atmosphere and facilities, but they all provide a well-rounded, differentiated and skilfully-supported academic curriculum. Sport, technology, the arts, outdoor education and life skills feature highly in enrichment activities.

Cavendish schools inspire children and young people to have:

**the confidence to be themselves,
the competence to achieve,
the creativity to shine, and
the character to succeed.**

The 4Cs, which are included in all school logos, form the cornerstone of the Cavendish educational model. The ambition of the group is quality, not size. It aims to be the UK's highest quality education provider for pupils with unique learning profiles.



Facts & Figures

The Moat is a small school with class sizes between 6 and 12 pupils.

The pupil roll currently has a capacity of 100 at Bishops Avenue site with a planned additional 50 pupils at our Beavor Lane Sixth Form site. Our proposed expansion will take our pupil age range from 9-18. There are some 55 academic, pastoral and support staff proposed across the sites

Throughout its tenure, the Moat has had numerous accolades for its approach to teaching, including winning the TES Award in 2015 for ‘Most value added’.

The Role

A wonderful opportunity has arisen for a dynamic and ambitious educationalist to start up and lead our brand new Sixth form. As a member of the School’s Senior Leadership Team, you will be responsible for delivering the School’s strategic vision for The Moat School Sixth form.

We are seeking to appoint a suitably qualified and experienced person to the post of Head of Sixth Form. This is a significant role within a successful school with further plans to grow and develop. We are looking for an energetic Head of Sixth Form who can lead the next stage of operational development. Applications are welcome from a variety of backgrounds, with or without experience of sixth form.

We would like the start date to be the beginning of Summer term.

Our Ideal Candidate

Our ideal candidate will have a strong track record of success, in taking on responsibility for the professional leadership, direction and operation of the school’s support functions across the whole school, including finance, facilities and facilities management, health and safety and commercial administration.

Terms & Remuneration

The Moat offers a friendly and supportive working environment. As well as offering access to staff training and development, including SpLD qualifications, the school also supports its staff by offering a pension scheme, Cycle2Work, Child Care Vouchers and Staff Sports Teams.

For the ideal candidate, a generous salary is available.

JOB DESCRIPTION

Job Title: Head of Sixth Form

Reporting to: Headmaster

Responsible for: Sixth Form provision and management

Purpose of job

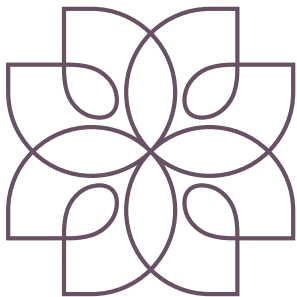
The Head of Sixth Form is the school’s leading SLT member at Beavor Lane. Working as part of the Senior Leadership Team, the Head of Sixth Form assists the Headmaster in his duty to ensure that the school meets its educational and pastoral aims:

- To lead, manage and coordinate the strategic development of the Sixth Form.
- To play a leading role in ensuring that every pupil is given the opportunity to achieve their true potential and to have the necessary qualifications and skills to take their next step when they finally leave The Moat.
- To lead on ensuring the highest standards within the Sixth Form.

Main Duties and Responsibilities

1. Leadership

- Take a leading role in setting up and establishing our brand new Sixth Form at our Beavor Lane site.
- To oversee the one day/ week Sixth Form Work experience.
- Together with the Registrar, recruit pupils internally and externally to ensure we have a vibrant 6th Form.
- Ensure our pupils have excellent careers guidance.
- Take a leading role in the design of the 6th Form Prospectus.
- Organise 6th Form Open Evenings.
- Have an input in the design of the 6th Form facilities at Beavor Lane.
- Oversee the production of the 6th Form Options booklet.
- To produce and update a 6th Form handbook clearly defining structures and procedures.
- To participate in the school’s strategic planning and be responsible for review and development within the 6th Form.

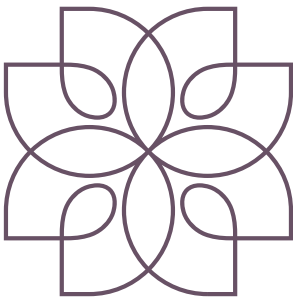


2. Curriculum and teaching and learning

- Work with the Headmaster and Deputy Head Academic on designing the 6th Form curriculum and option blocks.
- Take the lead in guiding pupils with their A-level/ BTEC Options and GCSE retakes.
- Strive for outstanding Sixth Form learning and teaching in all lessons.

3. Pupil Progress

- Have oversight of the pupils’ academic progress in the Sixth Form.
- Meet with the pupils over whom there are concerns and contact home where necessary.
- Lead and organise Sixth Form parents evenings.
- Work with the SENCO & Therapist team to ensure the pupils’ additional learning needs are met.
- Write a report for the Headmaster to present to Governors termly on pupils’ progress and destinations.



4. Ethos

- Promote a positive culture within the Sixth Form ensuring that all pupils are stretched and challenged, enjoy, value and fully engage with the Sixth Form curriculum.
- Promote student independence, leadership and voice within the Sixth Form.
- Seek to make the most of London as our classroom and maximise opportunities with guest speakers.

Working Relationships

- Headmaster
- Senior Leadership Team
- Registrar
- Cavendish Education
- Heads of Department
- Teachers and Classroom Staff
- Support staff
- Pupils
- Parents
- Contractors
- Agents

Person Specification

The successful candidate will possess the following qualifications, skills, knowledge and experience:

Essential

- Well qualified graduate with QTS
- Successful teaching experience in a range of settings including GCSE, BTECs, A Levels
- Successful teaching experience of pupils with additional learning needs.
- Pastoral care and pupil management
- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- excellent interpersonal skills and the ability to communicate to staff, parents and pupils
- First class organisational skills, with the ability to remain calm under pressure and work to tight deadlines.
- Decision making skills: making judgements to solve problems and make decisions.

- A passion and understanding of young people and their needs.
- An awareness of recent important national 16 - 19 educational developments, in particular in relation to pupils with additional learning needs.
- Have a positive attitude and approach to change and development.
- Have high expectations of students.
- strong commitment to the values and ethos of the school
- proficient in IT and relevant systems and programmes

Desirable

- SEN qualifications
- Some experience of strategic planning.

How to apply

Applicants should complete and submit the The Moat application form along with a short covering letter, ensuring that the personal statement fully addresses the competencies outlined in the Job Description and Person Specification, and outlines their interest in The Moat School.

The closing date for applications is 22nd November 2019 08:00.

The Moat School is committed to safeguarding and child protection and promoting the welfare of children and young people. We expect all staff to share this commitment and applicants must be willing to undergo child protection screening, including checks with employers and the Disclosure & Barring Service. We aim to be a fair employer and are committed to equal opportunities. We do not discriminate against employees on the basis of gender, ethnic origin, disability or age.