



**SPENCER**  
APPRENTICESHIPS



# Apprenticeship Operations Manager Information Pack



**SPENCER ALLIANCE**  
for LEADERSHIP & TEACHING



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**SPENCER**  
TEACHING SCHOOL HUB



**GEORGE SPENCER**  
SCITT



**MATHSHUB**  
EAST MIDLANDS WEST



**Derby**  
Research School



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## Apprenticeship Operations Manager

Do you want to make a difference across schools in the East Midlands? Do you enjoy working in a varied and challenging environment with a team of supportive colleagues? Does the idea of providing development pathways for education professional to have maximum impact on pupils excite you?

We'd love the chance to work with you!



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The Spencer Academies Trust is a dynamic organisation committed to delivering the best in opportunities and outcomes for the thousands of children and young people across the East Midlands. Our commitment to staff development is seen within our apprenticeships provision: Spencer Apprenticeships.

It is committed to high quality professional training for the education sector, supporting excellence in education and securing best possible outcomes for children and young people. Based in the East Midlands, this arm of work within Spencer Academies Trust has been established since 2021 and is continuing to grow in the range of programmes: Teacher (level 6), TA (level 4) and Early Intervention Practitioner (level 5) – new this year.

Our trust is a significant levy payer, and we are aware that is the case for other MATs and schools, in an area that underuses the levy and the opportunities it affords for high quality staff development.

We are looking to recruit an Apprenticeship Operations Manager to help us develop the provision. This is a pivotal role if you want to make a real difference at a time when our business is growing. The success of our programme so far was recognised in our Ofsted monitoring visit in September 2023, where we were awarded with a 'significant progress' judgement across the provision.





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Find out more about us...



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Chelsea  
Teaching Assistant Apprentice  
Wyndham Spencer Academy

<https://x.com/spencerapprent>



**Spencer Apprenticeships**  
78 followers  
9mo

We are exciting to be launching our 2024 Talent Pool 🌟

Find out more here <https://lnkd.in/e4cvg8DA> ...more

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Talent Pool

Save the Date

08.02.2024

[Spencer Apprenticeships:](#)  
[Overview | LinkedIn](#)



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## The Purpose of the Role

The Apprenticeship Operations Manager will develop, implement and oversee our apprenticeship programme, leading on plans to ensure compliance with Ofsted's framework and be ESFA audit ready. The apprenticeships will be for both our own schools as a MAT but also the wider education, so employer engagement within and beyond our own organisation will be pivotal. You will work closely with the CEO of Spencer Academies Trust and the senior leadership of the Spencer Alliance for Leadership and Teaching to ensure successful delivery of apprenticeships in order to maximise the achievement of outcomes and deliver the performance expectations of employers.

We are looking for a dynamic, inspirational individual who is forward thinking and committed to developing the service. Ideally you will have a working knowledge of Ofsted and ESFA requirements relating to apprenticeships, functional skills and End Point Assessment along with a good understanding of the Individual Learning Records System. Experience of working in a similar role in an organisational with Apprenticeship Provider status is desirable.





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Find out more about our programmes....

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**2024 - 2025**  
**EARLY INTERVENTION  
PRACTITIONER  
APPRENTICESHIP**

**PROSPECTUS**

[CLICK HERE](#)

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**2024**  
**TA APPRENTICESHIPS**

**PROSPECTUS**

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Spencer Teacher Apprenticeship  
Programme

Information Pack

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## Welcome to the Spencer Alliance for Leadership and Teaching

The Spencer Alliance for Leadership and Teaching encompassed the following:

- George Spencer Academy SCITT
- Spencer Apprenticeship
- Spencer Teaching School Hub
- Derby Research School
- Maths Hub East Midlands West

### SPENCER ALLIANCE for Leadership & Teaching

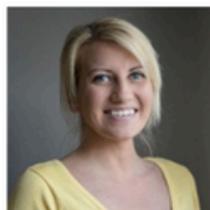


The Spencer Alliance for Leadership and Teaching is a **family of organisations committed to school improvement**. We share a passion for ensuring our schools continue to learn through and with each other, use evidence and research to improve teaching and learning to boost outcomes for all our pupils and support leadership across our school system.

We deliver training and communication events across the region, working with schools in all phases and setting



**Tammy Elward**  
Executive Leader at SAT  
Director of SALT



The Derby Research School works in partnership with these other teams and as a result, there is a huge capacity for support and peer-learning within the team.



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## MEET THE TEAM

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Cara Miles  
Programme Lead



Yvonne Haywood  
Lead Apprenticeships Tutor



Laura Harris  
Apprenticeships Tutor



Morag Ball  
Apprenticeships Tutor



Carla Hodgkinson  
Apprenticeships Tutor



Helen Froome  
Funding and Compliance Coordinator



Megan Gardner  
Apprenticeships Administrator





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## Our Employees Benefits

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At Spencer Academies Trust, we recognise that our colleagues cannot be there for our children and young people if we are not there for them first. We work hard to provide a supportive, warm working culture designed to uplift our employees, so we have created a comprehensive suite of employee benefits to support your professional, physical, and social-emotional wellbeing.

- Generous Teacher's / Local Government Pension Scheme
- Employee Assist Programme (Health Assured)
- BHN Extras (Discount and Salary Sacrifice Schemes)
- Recognition of local government and academy continuous service
- Free on-site parking and safe cycle storage
- Long Service Award
- Flexible scheduling
- Holidays
- Childcare vouchers
- Extras, Cyclescheme and Techscheme
- Family leave
- Occupational sick pay
- Eye care
- Discretionary leave of absence
- Flu jabs
- Occupational health
- Health Assured
- Employee Guides and Information
- Competitive salaries and Terms and Conditions of Employment
- Pension and life insurance
- Continuous service
- Continuing professional development (CPD)
- Apprenticeships
- Chartered College of Teaching
- Collaborative working
- Access to Work Mental Health Service
- Education Support Charity
- Duke of Edinburgh Award school trips and activities
- Shopping discounts

[click here](#) for more information on our Employee Benefits.



## Our Wellbeing Approach

There are a number of services you can access through our Trust to support yourself when you are unwell or experiencing life's challenges;

### Employee Guides

All your employee guides, resources and FAQs are available on [SharePoint Ask HR](#), including;

- Managing Stress
- Wellbeing Offer
- Menopause
- Domestic Abuse
- EDI
- Attendance in Work
- Maternity/Paternity
- Raising a Complaint
- Flexible Working
- Sexual Harassment

### Academy Points of Contact

Within each academy there are Wellbeing, EDI, HR and Designated Safeguarding leads.

If you are unsure who to contact please contact the Central HR Team 0115 6464200 or [info@spencertrust.org.uk](mailto:info@spencertrust.org.uk)



### Employee Assistance Programme

- Counselling / Therapy
- Legal Support
- Bereavement Support
- Finance Guidance
- Medical Information
- CBT Online
- Occupational Health Support





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## How to Apply

More information about the job role can be found on our vacancies website, including the full job specification.

- This vacancy will be open for applications until Tuesday 24th September (9pm), with interviews taking place from Thursday 26th September.

- If you would like to discuss the role further and find out more about us as an organisation, please don't hesitate to get in touch with Tammy Elward, our Director of the SALT team – [telward@spencertrust.org.uk](mailto:telward@spencertrust.org.uk)

- To apply, please send a CV with a cover letter to Tammy Elward, our Director of the SALT Team – [telward@spencertrust.org.uk](mailto:telward@spencertrust.org.uk) – successful applicants will be invited to interview and will be asked to complete the full application process.



**Tammy Elward**  
Director of SALT



# SPENCER ALLIANCE

for LEADERSHIP & TEACHING

Spencer Alliance for Leadership and Teaching encompasses the following: Spencer Apprenticeships, George Spencer Academy SCITT, Spencer Teaching School Hub, Derby Research School and East Midlands West Maths Hub

