



Candidate Pack
Assistant Headteacher

Welcome

Dear applicant

Thank you for showing interest in our academy and our Trust.

Co-op Academy Beckfield is an inspiring place to work and learn and as part of the Co-op Academies Trust, aims to secure excellence in all aspects of its work.

Beckfield is one of fourteen Co-op academies in the West Yorkshire region. All of the academies within the Trust demonstrate a strong commitment to the Ways of Being Co-op and cooperative values, and at Beckfield we establish everything that we do within these principles. It is therefore vital that applicants are willing to fully embrace these, embedding them into the learning experiences for pupils and using them to drive up academic standards further. The Trust is a successful and highly collaborative partnership of schools committed to raising the educational ambitions of the communities which it serves.

This is a key role within our Senior Leadership Team at Beckfield; a fantastic opportunity for someone with drive, enthusiasm and high aspirations to work in partnership with school leaders to make a real difference to our Academy and young people. You will lead by example and inspire and develop others, building on our many successes and driving forward Academy improvement. With this in mind, we are seeking to appoint an ambitious and engaging Assistant Headteacher; someone who can help shape and deliver a shared vision for the future and take a lead in developing the academy. This is an opportunity to be part of an important phase in Beckfield's journey, as we continue to build on our existing strengths and contribute to moving the school to the next level of successful development.

The academy has many strengths including the dedicated staff who are truly committed to the pupils, their families and the community and countless wonderful, hardworking and inspiring pupils. We are also fortunate to have the support of one of the most supportive co-operative Trusts in the country.

We welcome interest from internal applicants or talented and ambitious Phase/Key Stage Leaders looking for their next step in academy leadership and who wish to come and work within a highly regarded Trust and an academy that shows strong aspiration and potential.

If you feel you have the skills and commitment to further improve the lives of children and their families/carers at the academy and you have a strong belief in the power of co-operation to achieve great things - please get in touch with us.

If you would like an informal chat about the role and the academy, please get in touch via email – caroline.watkiss@coopacademies.co.uk.

Caroline Watkiss
Head of School

Our Trust

Through a great education we are changing the lives of young people across the North of England.

Built on the same principles as all co-operatives across the world, we work with academies to empower teachers and young people to work together for a better education and a better community.

We have consistently been one of the highest performing multi-academy trusts in the Government's Multi-Academy Trust League Table, we have also been recognised by the Sutton Trust Charity and the Education Policy Institute as one of the top performing multi-academy trusts for disadvantaged students.

What makes our Trust unique is that we are sponsored by the Co-op Group. That close relationship means that we benefit from all of the business expertise that has seen the Co-op grow to one of the most respected, ethically driven and successful businesses in the country.

Popular with students, parents and teachers, we began in 2010 with just two academies. One in Manchester and one in Stoke-on-Trent. Two years later, in 2012, we began to work with a cluster of academies in Leeds and by 2014 we had five academies in Leeds; made up of one secondary and four primary academies.

To date the Trust comprises twenty-five institutions and spans the breadth of the educational spectrum, from primary and secondary academies, to colleges and special schools. Pragmatic in our approach to growth, we work closely and cooperatively to improve all of our academies. Improving results and impressive Ofsted inspections have led to schools requesting to join the Trust which is now well on its way to realising its ambition of growing to over forty schools. We look forward to the opportunities that this will bring to our staff, young people and communities.

You can find out more about our Trust by visiting www.coopacademies.co.uk

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together



Job Description

Assistant Headteacher

Co-op Academy Beckfield

Purpose of the role

To assist the Executive Headteacher and Head of School with the management and organisation of the school in seeking to achieve the highest quality education and to ensure the highest possible standard of pupil achievement and school efficiency and to deputise in the absence Senior Leadership, both at short notice and over a longer term.

Line Manager: Head of School

Key Accountabilities

Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Motivates and works with others to create a shared culture and positive climate
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

Leading teaching and learning

- Be an excellent role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrates and articulates high expectations and set stretching targets for the whole school and / or key stage areas
- Monitors, evaluates and reviews classroom practice and manages improvement strategies ensuring the highest quality of learning experiences for all pupils
- Analyse and interpret school data to inform classroom practice across the school ensuring all pupils achieve

Developing self and working with others

- Manages positive working relationships with all staff
- Motivates and challenges all staff to maintain high expectations of behaviours and academic standards
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review
- When required, mentor ECTs

Managing the organisation

- Deploys staff appropriately
- Implements evidence-based school development plans and policies for the organisation and its facilities
- Ensures that policies and practices take account of national and local policies and initiatives and are being followed by colleagues
- Manages the school environment to ensure that the school meets all health and safety regulations
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document
- Perform any reasonable duties as requested by the Headteacher/Deputy Headteacher

Securing accountability

- Models an example of accountability and has high expectations of others
- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Holds people to account for what they have agreed to do

Strengthening the community

- Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Builds the reputation of the school with the outside community
- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

Child protection

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively

Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.



	Essential	Desirable
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	X	
Ability to line manage staff	X	
Ability to use HR policies and procedures		X
Ability to make and implement difficult decisions	X	
Can utilise co-operative values to improve staff performance		X
Shaping the future		
Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact	X	
Works with and motivates teams and individuals to implement changes across the school	X	
Can demonstrate belief in the power of co-operation as a force for good		X
Leading teaching and learning		
Has a strong track record of improving pupil outcomes	X	
Being an excellent role model in all teaching standards	X	
Knowledge of how to use data to monitor and improve pupil progress	X	
Knowledge of assessment tools to monitor and improve teaching and learning	X	
Ability to identify and implement effective interventions to ensure pupils maintain good progress	X	
Ability to identify excellent classroom practice to enable teachers to improve, through effective mentoring, coaching and feedback	X	
Is an ambassador for co-operative teaching and learning techniques		X
Developing self and working with others		
Regularly reviews own practice and continually participates in quality CPD	X	
Uses CPD to motivate, enthuse and develop staff	X	
Ability to plan and allocate work effectively	X	
Ability to coach and mentor staff	X	
Managing the organisation		
Implements changes to staffing structures		X
Recruits, retains and manages a range of school staff		X
Manages the school's environment in line with health and safety regulations	X	
Securing accountability		
Holds people to account for what they have agreed to deliver	X	
Works effectively with the governing body to fulfil statutory duties		X

Provides performance data to parents, governors and school improvement officers		X
Strengthening the community		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	X	
Promotes the school	X	
Works with parents and carers to improve pupil achievement	X	
Builds effective relationships with the Co-op as the Trust's sponsor and promotes engagement with their community activities	X	
Child protection		
Is aware and able to manage effective CP policies and procedures	X	
Ability to deal with sensitive issues in a supportive and effective manner	X	
Is designated safeguarding lead		X
Qualifications and training		
Qualified Teacher Status or other educational qualification	X	
A degree or management qualification		X
NPQ accredited programmes		X
National Award for SEN Coordination		X
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	X	
Excellent communicator (Listening, putting a message across)	X	
Child centred	X	
Resilient	X	
Integrity	X	
Self-motivated and able to motivate others	X	
Works to deadlines	X	
Enthusiastic and optimistic	X	
Excellent problem solving/analytical skills	X	

Additional Information

Context and Opportunities

- The academy is part of Co-op Academies Trust, a successful Trust sponsored by Co-op Group
- This role requires outstanding leadership and management skills for an academy with a wide range of staff
- Working with pupils, parents, carers and the wider community in a complex setting
- Driving up ambition and expectations for all pupils
- The involvement of a wide range of stakeholders
- Working with other Co-operative Group Academies
- Changing government policy

Role would ideally suit someone who is:

- Passionate about delivering the best possible outcomes for the academy's learners and its community
- Genuinely interested in helping teachers to teach better and for pupils to gain a lifelong love of learning
- An effective team leader
- Interested in and sympathetic towards co-operative values and co-operative education
- Able to champion the needs of the community
- Interested in developing professional expertise with other trust academies in the area
- Able to build strong networks
- Totally committed to creating the best possible opportunities for pupils

Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with Caroline Watkiss, Head of School, then please email caroline.watkiss@coopacademies.co.uk

How to apply

All applications must be made using the Trust's application form.

Please return your completed application electronically to [Mobasher Mir](mailto:mobasher.mir@coopacademies.co.uk) on mobasher.mir@coopacademies.co.uk

All applications will be acknowledged on receipt. If you do not receive an acknowledgement within three working days of submission, please contact [Mobasher Mir](mailto:mobasher.mir@coopacademies.co.uk) on mobasher.mir@coopacademies.co.uk

The closing date for applications is Wednesday 12th October at 3pm.

Interview timetable

Shortlisting will take place on Thursday 19th October 2022. The recruitment panel will agree a short-list of candidates who will be invited to take part in a selection process W/C Monday 17th October 2022.

We want to create an inclusive environment, where everyone can contribute their best work and develop to their full potential. We celebrate our differences, and recognise the importance of our academy teams reflecting the diverse communities they support. We can make reasonable adjustments to our interview process according to your needs.



