



Co-op Academy
Grange

Assistant Headteacher - SEND Candidate Pack

October 2024

Welcome

Dear Applicant,

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

Our vision at Coop Academy Grange is that *'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'* This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

Best wishes,

Sam Moncaster | Headteacher



Our Co-op Academies Trust

Dear Applicant,

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

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

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 and Person Specification

Assistant Headteacher

Salary / grade range:	L15 – L19
Location:	Co-op Academy Grange
Reports to:	Deputy Headteacher - Attendance & Inclusion
Responsible for:	Quality of Education for SEND students SEN Team, including Learning Support Assistants

Purpose of role:

Take a strategic lead in developing and evaluating SEND policy and practice, maintaining a working knowledge and understanding of current developments in SEND and adapting the school offer as appropriate. Developing the quality of teaching and learning to meet the needs of students with SEND and other vulnerable pupils, through CPD for teaching and support staff, and quality assuring the impact of support. Leading the SEND team to ensure all statutory requirements for pupils with SEND are met.

Support wider development of the school by playing an active role as a member of the Academy Leadership Team (ALT). Contribute to the development of the curriculum so that it is effective for pupils with SEND.

Key accountabilities (and specific duties / responsibilities):

Core duties:

- To raise standards, expectations and outcomes for students with identified SEND needs.
- To further develop the inclusive ethos in the academy
- To lead by example and to take a lead role in developing leadership in others, including through the role of line manager.
- To be an excellent role model for all members of staff and students and to maintain a positive and visible presence around the school.
- To work collaboratively as part of the ALT and with others in order to monitor, review, evaluate and improve learning across the school.
- To comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description.

Specific duties and responsibilities:

- Be an effective advocate for pupils with SEND, ensuring that pupils consistently have a voice which guides academy decisions
- To actively promote the inclusion and acceptance of all students within the classroom and School
To encourage students to interact and work cooperatively with others and engage, challenge, motivate and reinforce self-esteem with all students in all activities
- To support the development and implementation of policies and practices for Inclusion with particular reference to SEND
- Develop and maintain the SEND register of students, ensuring accurate identification of needs
- To assess students for the full range of learning difficulties
- Manage the Education Health Care Plans / Individual Learning Plans, statutory assessments and other requirements
- Strategically lead the accurate assessment of SEND needs and identify barriers to achievement
- Strategically lead the tracking of the progress with SEND and other vulnerable students to secure strong progress
- Strategically lead aspects of the schools' self-evaluation and improvement planning
- Lead the exam access strategy and testing for students
- Liaise as required with a range of stakeholders and external agencies
- Develop effective parental partnerships to secure progress for all
- To form part of a wider team of staff who lead and support the development of teaching and learning across the school and campus
- Lead, develop, support and performance-manage the work of the SEND Team
- Quality assurance of the SEND provision and provide evaluations to inform the Academy Development Plan
- To consistently deliver good/outstanding lessons and student outcomes
- To support staff in the school to consistently and effectively use a range of appropriate strategies to improve teaching for students with SEND
- To mentor and coach staff to improve teaching
- To work with others to create a climate, which enables staff to develop, challenge and support each other, resulting in improved teaching for students with SEND
- To provide model lessons, deliver exemplar lessons and disseminate good practice to support identified staff by leading professional development
- To support the provision mapping process and to develop short, medium- and long-term plans for intervention programmes, monitoring their effectiveness
- As a teacher, undertake an appropriate programme of teaching in accordance with the duties of a member of the leadership team and act as a role model for members of the Inclusion team
- To take responsibility for their own professional development and remain up to date with current practice undertaking any relevant training.
- To comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting any concerns
- Contribute to academy life through living the coop values
- To participate in supervision duties as per the schedule
- To model professional behaviour and attitudes around the school to ensure the highest standards of appearance and conduct are met

To include the post holder's specific responsibility towards the promotion and practice of safeguarding the welfare of children that they come in to contact with through their job

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Qualifications</p> <ul style="list-style-type: none"> ● A Graduate with QTS. ● SENCO qualification ● CEET qualification / or experience of testing and access arrangements at KS4/5 ● Evidence of additional recent and continuing professional development in a SEND area e.g., SEMH, CL, VI, HI etc. 	<p>D</p> <p>D</p>	<p>A</p> <p>A</p> <p>A</p> <p>A/I</p>
<p>Experience</p> <ul style="list-style-type: none"> ● Successful teaching experience in the primary or secondary phase - evidence of being a consistently good/outstanding teacher ● Experience of managing and leading SEND provision ● Successful experience of working collaboratively. ● An understanding of monitoring, evaluating and improving student progress, attainment, personal development and well-being ● Experience of successfully challenging underperformance of staff and students ● Successful experience of implementing strategies to improve student progress and attainment and to remove barriers to learning ● Successful experience of working as part of a team to manage change in an educational setting ● Experience of successfully leading teams ● Experience of working with outside agencies in order to promote student achievement ● Experience of developing and sharing effective learning and teaching strategies and differentiation across the curriculum. 		<p>T</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

<ul style="list-style-type: none"> ● Resilience, self-motivation, stamina and the ability to undertake a variety of roles in a pressurised and demanding context. ● Openness and resilience to educational change 	D	I
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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.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

How to apply

All applications must be submitted via TES:

<https://www.tes.com/jobs/vacancy/assistant-headteacher-send-bradford-1745859>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at recruitmentsg@coopacademies.co.uk in the first instance.

The closing date for applications is: **Monday 21st October 2024 at 9am.**

Interview timetable

Interviews will take place on: **Thursday 24th October OR Friday 25th October 2024**

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What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

Co-op Academy Grange,
Haycliffe Lane, Bradford, BD5 9ET

grange.coopacademies.co.uk

Telephone: 01274 779662

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