

Welcome

Dear applicant

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

Co-op Academy Grange 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. It is one of thirty three schools in the Trust with every one demonstrating a strong commitment to cooperative values and principles. It is therefore vital that applicants are willing to fully embrace these, embedding them into the learning experiences for students 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.

We are seeking to appoint an exceptional Deputy Headteacher; someone who, alongside the Headteacher and Executive Headteacher, will promote a culture of excellence by providing leadership capacity to enhance the strategic direction, vision and operational management at Co-op Academy Grange. Providing specialist expertise and highly visible leadership, our ideal candidate will contribute in securing and driving forward the educational experience and will present as an outward facing professional within the academy, ensuring that the vision and priorities are clearly articulated, shared and translated into agreed objectives and operational plans which permeate all aspects of academy life and promote and sustain school improvement.

We would welcome applications from existing Deputy Headteachers wanting to further their career in a diverse and large secondary academy supported by a highly regarded Trust, as well as those from talented and ambitious Assistant Headteachers looking to take their next step in senior leadership. So, if you're a committed educationalist, steeped in the skills and knowledge of school improvement, with a belief in the power of co-operation to achieve great things - please get in touch with us and consider applying.

For an informal chat about the role and the academy please contact [Brian Kelly, Executive Headteacher](mailto:brian.kelly@coopacademies.co.uk) at brian.kelly@coopacademies.co.uk.

Best wishes,

Brian Kelly | [Executive 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 Stoke, 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 last year, 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. The Trust's Strategic plan may be found here: www.coopacademies.co.uk/downloads/trust-strategic-plan

All our local governing bodies 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 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 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. This work is particularly strong at Co-op Academy Grange.

Good luck with your application and thank you for considering Co-op Academy Grange 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

Deputy Headteacher (Attendance and Inclusion)

Salary: L22-26

(plus significant additional benefits)

Purpose of the role

To assist the Headteacher in the strategic development across the academy, creating a supportive and inclusive climate of learning where expectations are high, clearly communicated and consistently reinforced. This role will support the development of the whole child, particularly the most vulnerable, within a safe and healthy environment, whilst fostering positive community values. The successful candidate will promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress.

The duties outlined in this Job Description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Headteacher may from time to time ask the post-holder to perform.

Line Manager: Headteacher

Key Accountabilities

Strategic

- Support the Headteacher in developing and communicating a clear strategic vision of how to improve the academy in a rapid and sustained way
- Have a deep understanding of inclusive practice and the best, most impactful strategies to improve attendance and the sense of belonging that a child has within the school.
- Have a clear understanding and strong knowledge of the SEN Code of Practice and how it is successfully implemented in a mainstream setting
- In line managing the SENDCO, support the SEN team and other staff to deliver a curriculum of the highest quality and securing strong outcomes
- Implement accurate performance indicators for students and staff and hold everyone accountable for them
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self-review framework is embedded within the academy
- Lead on designated sections of the Academy Development Plan
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to attendance, punctuality and inclusion
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching
- Support the Headteacher in managing the academy effectively and ensuring the successful implementation of radical change, and deputise in their absence
- Work in harmony with the Headteacher, Trust, Governors, local schools, other academies and other partners as appropriate

Student outcomes and experience

- Work with the Headteacher in the strategic leadership for all areas of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that attendance policies and all policies relating to attendance and punctuality, are implemented with rigour and accountability
- Use data effectively to raise attendance and punctuality across the academy
- Use data effectively to support PA and SA students.
- To have leadership responsibility for
 - Attendance - Attendance policy, Attendance Improvement Plan, PA rates, EBSA students, Admissions, In Year admissions
 - ISM (Individual Support Meetings)
 - Punctuality
 - Transition
 - CLA
 - Line Management:
 - SENDCO
 - Attendance Team
 - Eden Room (a provision for EBSA students)
- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made
- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes

Leading and managing staff

- Promote the academy ethos in which the highest achievements are expected from all members of the academy community
- Lead by example with integrity, creativity, resilience and clarity.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and Governors
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the academy community
- Sustain their own motivation and that of staff for whom they are accountable
- Contribute to an effective and rigorous Performance and Professional Development Review (PPDR) process

Efficient and effective use of staff and resources

- Work with the Headteacher, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided and the support and intervention that can be deployed

- Support the Headteacher and leaders of finance and operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Headteacher in seeking to ensure adequate resources for the academy

Community

- To attend Governors' meetings, evening events and other special events
- To ensure that interactions with community partners and external agencies are positive, professional, align with the Co-operative values and are always in the best interests of the children.

The responsibilities and duties will be reviewed and modified as the Leadership and Senior Management Teams evolve.

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.

Person Specification - Deputy Headteacher

Co-op Academy Grange

We seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do. The person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing the application.

	Essential	Desirable
Qualifications, Education, Training	<ul style="list-style-type: none"> • Degree and teaching qualification • QTS • SENDCO qualification • Strong track record of continuing professional development or further professional study within the last two years and able to evidence impact on school effectiveness 	<ul style="list-style-type: none"> • Post-graduate qualification. • Professional qualification e.g. NPQ • Coaching qualification(s) •
Professional knowledge, skills and competencies	<ul style="list-style-type: none"> • Evidence of impacting positively on student attendance • Evidence of impacting positively on the outcomes and provision for SEN students • Up to date and relevant knowledge in order to successfully inform an inclusive and supportive approach to Special Educational Needs • Up to date and relevant knowledge to successfully inform the strategic and operational approach to attendance • Knowledge and experience of supporting Children Looked After in a school setting 	

	<ul style="list-style-type: none"> • Knowledge and experience of working productively with community partners and external agencies, particularly relating to attendance and inclusion • Knowledge and experience of an effective Admissions and Transition process which gives all students a successful start at Co-op Academy Grange • Evidence of the ability to manage change successfully • Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain a school's progress and outcomes, (e.g. improvement to at least national benchmarks or beyond within key performance measure(s)) • Evidence of inspiring confidence in staff and students so that they succeed and achieve their personal best • Excellent communication and presentation skills, both written and oral • Knowledge of the applications and potential of ICT; high level of ICT skills as both a curricular and administrative tool • Evidence of successful delivery of CPD which has secured improved organisational outcomes • A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school 	
Leadership and Management Experience and skills	<ul style="list-style-type: none"> • Successful teaching experience including recent teaching to GCSE level • Leadership experience to at least Assistant Headteacher level currently • Successful experience of managing, motivating and supporting others to improve • Ability to work as part of a team and to lead others by example • Successful experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change • An ability to work autonomously and prioritise conflicting demands • An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources • An ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives • Evidence of engagement in partnership and community activities 	<ul style="list-style-type: none"> • Teaching to advanced level • Senior Leadership experience in at least two schools
Others	<ul style="list-style-type: none"> • A commitment to Co-operative values and the Co-op's 'Ways of Being' • A passionate commitment to developing the best in all young people • Commitment to the vision and values of the academy • A positive approach to challenges; seeking solutions to problems and addressing difficulties with cheerfulness and good humour • To be prepared to work flexibly outside the academy's usual hours 	

- Commitment to equal opportunities across the academy

Additional Information

Complexity (i.e., what makes the role complicated)

- Working with students, parents, carers and the wider community in a complex setting
- Driving up ambition and expectations for all students
- Working with other Co-operative Group Academies
- Changing government policy
- Monitoring activities involving Ofsted and the DfE

Role would ideally suit someone who is:

- Passionate about delivering the best possible outcomes and experiences for the academy's learners and its community
- Genuinely interested in helping young people, their families and the wider community to learn, grow and achieve at Co-op Academy Grange.
- An effective and highly visible 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 students

General Enquiries

Any general enquiries should be directed to [Sana Hussain \(HR Lead, Co-op Academy Grange\)](#), please contact her at sana.hussain@coopacademies.co.uk.

Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with [Brian Kelly, Executive Headteacher](#), please contact him at brian.kelly@coopacademies.co.uk.

How to apply:

Applications are made via the TES application form which can be found

at: <https://www.tes.com/jobs/vacancy/deputy-headteacher-attendance-and-inclusion-bradford-2063114>

All applications will be acknowledged on receipt.

The closing date for applications is 20th May 2024

Interview timetable

The recruitment panel will agree a short-list of candidates who will be invited to an interview/selection process on **Friday 24th May 2024**.