



Co-op Academy
Grange

Head of PSHCE 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

Head of PSHCE

Salary / grade range	MPS/UPS + TLR 2C
Location	Co-op Academy Grange
Reports to	Assistant Headteacher

Purpose of role:

- To contribute to the values and beliefs of the Academy
- Direct and oversee a coherent, progressive and inspirational PSHCE curriculum for all pupils from Year 7 to 9, ensuring the highest standards of teaching and learning are achieved
- Design, implement and lead an ambitious KS4 curriculum in PSHCE
- Communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes
- To lead, plan and coordinate a broad range of extracurricular activities and opportunities to showcase students work
- To raise student attainment in PSHCE at all levels, as evidenced by internal progress assessments and external examinations
- Ensure individual student data is used to set appropriate attainment and progress targets for each cohort and target groups
- To establish and promote a safe learning environment where students enjoy and achieve
- To be proactive in developing and supporting primary links

Key accountabilities (and specific duties / responsibilities):

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the Academy. The duties outlined in this job description are in addition to those covered by the latest *Teachers' Pay and Conditions Document* and should be read in conjunction with the job description for a classroom teacher.

Operational / Strategic Planning

- To promote work with colleagues to monitor and evaluate student data and assessment records to inform target setting, monitoring of progress and the motivation of students
- To plan and ensure effective delivery of functional and critical skills

- Define and implement intervention or development strategies to ensure all students work consistently and effectively to their personal best
- To support colleagues in the identification and implementation of effective strategies to raise attainment
- Develop a shared understanding with parents of the curriculum, approach to teaching and the standards of work and behaviour expected, establishing a partnership which involves them in their child's learning as well as providing information about attainment, progress and targets
- Develop an overview of the impact of teaching and learning on the attainment and personal development of individual students and groups of students
- To maintain and improve the subject area self-evaluation document and use this to identify areas of development to feature in the subject area improvement plan

Curriculum

- To liaise with the Deputy Headteacher for Quality of Education to ensure the delivery of an appropriate curriculum
- To be accountable for delivery of the subject area
- To be responsible for the planning, organisation and promotion of school performances.

Curriculum Development

- To lead subject curriculum development.
- To be responsible for functional skills development, when applicable
- Take the lead on offering and promoting extracurricular activities and out of hours learning which enhance learning opportunities, with specific focus on the varied cohorts of students within the Academy
- To keep up-to-date with national developments in the subject area, teaching practice and methodology.

Teaching and Learning

- Ensure effective teaching and student progress in the subject area through structured monitoring, evaluation and review processes
- Promote extracurricular activities and out of hours learning which enhance learning opportunities
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Staffing

- To work with the AP for Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To promote teamwork and to motivate staff to ensure effective working relations
- To contribute to Performance Management and to act as a reviewer for a group of staff

Quality Assurance

- To ensure the effective operation of quality control systems
- To contribute to the Academy's procedures for the monitoring of the quality of teaching and learning and the uptake and success of extra-curricular and out of hours learning opportunities
- To implement Academy quality procedures to ensure adherence of teaching staff

Management Information

- To assist in the use of analysis and evaluation of performance data
- To help produce reports within the quality assurance cycle
- To manage and use data to inform strategies and improvement in teaching and learning and outcomes

- To assist in the production of reports on examination performance
- To be responsible for outcomes of specific groups of students

Communications

- To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors

Marketing and Liaison

- To contribute to the Academy's outreach and marketing activities
- To effectively promote the subject at events

Management of Resources

- To manage the available resources effectively in the subject area
- To contribute to the process of the ordering of equipment and materials
- To identify resource needs and to contribute to the efficient/effective use of physical resources

Pastoral System

- To monitor and support the overall progress and development of students within the designated cohort
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken when necessary
- To act as a Tutor and carry out the duties associated with the role as outlined in the generic job description

Other Specific Duties

- To actively promote the Academy's corporate policies
- To continue personal development as agreed
- To actively engage in colleague review and development
- To undertake any other duty as specified by STPCD not mentioned in the above

Safeguarding

"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".

Additional Duties

To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

Health & Safety Responsibilities

All employees have the responsibility:

- To comply with safety rules and procedure laid down in their area of activity
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- To use protective clothing or equipment as may be provided
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To cooperate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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)
Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Evidence of appropriate professional development commensurate with the role applied for • Degree level qualifications in specialist subject • Additional professional and/or academic qualifications 	Desirable	A
Experience <ul style="list-style-type: none"> • Proven track record of successful teaching across KS3 and KS4 in Art • Experience of working with parents and community members • Evidence of good progress for students taught • A thorough knowledge of the theory and practice of effective pedagogy • Thorough knowledge of curriculum planning and delivery in Art • Recent experience of leadership of subject / department • Experience of working with students who have English as an additional language • Experience of working with students who have eligibility for pupil premium funding • Ability to teach additional subjects at KS3 and KS4 	Desirable Desirable Desirable Desirable Desirable	A,I,O

<ul style="list-style-type: none"> ● Experience of delivery of CPD to subject-specific colleagues or more widely 		
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> ● Evidence of ability to lead and manage change effectively ● Evidence of ability to lead, manage and work as part of a team ● An ability to instil confidence in others ● Effective listening skills ● Excellent organisational skills and an ability to cope well with professional pressure ● Evidence of ability to challenge in a supportive manner ● Evidence of ability to coach for improvement ● Evidence of ability to effectively use data to raise standards / analyse impact ● A commitment to the safeguarding of children and young people. ● Evidence of performance management for colleagues 	Desirable	A,I
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● A strong and credible presence – personal profile ● A commitment to the values shared by cooperatives worldwide ● A commitment to restorative practice ● Significant reserves of emotional intelligence and resilience ● Excellent written and spoken English and high standard of numeracy ● An ability to adapt information for communication to a range of audiences ● Strengths in communicating with colleagues, individually or in groups ● A commitment to the principles of professional confidentiality ● Approachability, empathy and courtesy ● Flexibility and adaptability to change and changing demands ● An understanding of personal and team accountability 		A,I,O

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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/head-of-pshce-bradford-2123111>

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: **Tuesday 22nd October 2024 at 9am.**

Interview timetable

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

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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.

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

grange.coopacademies.co.uk

Telephone: 01274 779662

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