



Co-op Academy  
Grange

# Head of Year 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

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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

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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 Year

|                      |                                      |
|----------------------|--------------------------------------|
| Salary / grade range | PO1, SCP 27 - 30 (£32,757 – £35,027) |
| Location             | Co-op Academy Grange                 |
| Reports to           | Key Stage Leader                     |

### Purpose of role:

- To be responsible for the development of excellent behaviour for an assigned year group.
- To be responsible for the pastoral care, welfare, safeguarding and attendance of students in an assigned year group.
- To line manage the Assistant Head of Year.
- To act as a coach / mentor to a group of students.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy and the Trust.

### Key accountabilities (and specific duties / responsibilities):

- To help to create a positive, rewarding culture within the Year Team based upon Co-op values, behaviours and ways of being.
- To proactively support student wellbeing.
- To work collaboratively to uphold highest standards of behaviour in your year group including implementing the behaviour policy with fidelity
- To contribute to the meeting and greeting of students in the morning, ensuring that students are welcomed positively and are equipped for school.
- To liaise with all internal teams and outside agencies with regards to the wellbeing of students.
- To work closely with parents to maximise the welfare of students within the Year Team, including regular contact around rewards and sanctions.
- To lead and contribute to meetings relating to the welfare and safeguarding (child protection) of students in the year group (and siblings where appropriate in other Year Groups in your capacity as lead academy professional).
- To contribute to assemblies, creating a positive and rewarding culture
- To take a lead role in the preparation of statutory documentation and referrals as appropriate for students within the year group.
- To take responsibility for the completion of appropriate behaviour reports for students.
- To mentor target students and set up intervention groups as appropriate, in terms of behaviour, progress and attendance.
- To contribute to building a team approach among colleagues within the Year Team.
- To contribute to the transition arrangements for new students to the year group.
- To be responsible for coordinating the admission of students arriving mid-year.
- To evaluate the behaviour of students within the Year group, through effective data

analysis and collaboratively plan how to address issues with colleagues across the Academy.

- To be the day-to-day point of contact for students within the year group.
- To support the smooth running of the Academy at break and lunch times and through the duty system.
- To liaise with the attendance team to ensure key students and cohorts within the year group receive regular and effective attendance monitoring.
- To undertake supervisory and detention duties as directed by the Academy Leadership Team and having robust follow-up procedures for non-attendance.
- To ensure follow-up of students who do not respond to sanctions or fail to attend detentions.
- To support the drive for improved standards of teaching and learning, behaviour and attendance within the Academy.
- To create a positive climate for learning within the Academy environment.
- To support high quality provision during Form Time
- To work collaboratively to uphold highest standards of behaviour in your year group including supporting the delivery of a behaviour curriculum, for all students across the Academy.
- To set high expectations for student behaviour, establishing and maintaining a good standard of discipline based upon the Co-op values and ways of being.
- To be an excellent role model at all times to all members of the school community and beyond, maintaining the highest standards of professionalism and positivity.
- To work together collectively with other staff in the Academy in a professional manner.
- To cooperate with the employer on all issues to do with health, safety and welfare and be aware of your responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To comply with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and Trust.
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.
- The duties outlined in this Job Description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

| 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) |
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Grade C or above in English and Maths</li> <li>• Evidence of continuing and recent professional development relevant to the post.</li> </ul>   |   | A   |
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Working in a school or education environment.</li> <li>• Experience of working with disaffected students.</li> <li>• Experience of implementing intervention to improve behaviour.</li> <li>• Experience of working in a multicultural environment.</li> </ul>   | Desirable   | A/I/T   |
| <b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of current issues relating to secondary schools</li> <li>• Understanding of pastoral issues, including attendance</li> <li>• Understanding of Co-operative values</li> <li>• Understanding of safeguarding issues in a school context</li> <li>• Working knowledge of SIMS for a range of administrative purposes</li> <li>• Cultural issues affecting students' success in school</li> <li>• Experience of using target setting and benchmarking</li> <li>• Develop good personal relationships within a team</li> <li>• Communicate effectively (both verbally and in writing) to a variety of audiences</li> <li>• Excellent ICT skills</li> <li>• Excellent organisational skills</li> <li>• Ability to communicate effectively with students, staff and parent/carers and local community</li> <li>• Ability to raise expectations and standards of students</li> <li>• Able to build relationships with young people</li> <li>• Ability to prioritise workload and meet tight</li> </ul> |   | A/I/T   |

|   |  |     |
|---|--|-----|
| deadlines <ul style="list-style-type: none"> <li>● Accuracy and attention to detail</li> </ul>  |  |     |
| <b>Personal Qualities</b> <ul style="list-style-type: none"> <li>● Flexible and adaptable</li> <li>● Able to use initiative</li> <li>● Good team member</li> <li>● Ability to set and maintain standards as a role model for students</li> <li>● Willingness to participate in the wider life of the school.</li> <li>● Commitment to equal opportunities</li> <li>● A commitment to personal professional development</li> <li>● Commitment to the safeguarding of children and young people.</li> </ul> |  | A/I |

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

Please apply via TES: <https://www.tes.com/jobs/vacancy/head-of-year-bradford-2130182>

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](mailto:recruitmentsg@coopacademies.co.uk) in the first instance.



The closing date for applications is: **Tuesday 12<sup>th</sup> November 2024 at 9am.**

## Interview timetable

Interviews will take place on: **Friday 15<sup>th</sup> November 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](http://grange.coopacademies.co.uk)

Telephone: 01274 779662

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