



Co-op Academy
Grange

Headteacher

Application Pack

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 schools in the Trust with all schools in the Trust 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 Headteacher; someone who, alongside the 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 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 on brian.kelly@coopacademies.co.uk.

Completed applications should be submitted to recruitmentsg@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 30 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.

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 also 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

Headteacher

Co-op Academy Grange

Salary

Leadership L33 – L39 £97,256 – £112,601 + significant additional benefits

Location Bradford, West Yorkshire

Start date: Summer Term OR Autumn Term 2023

Purpose of the role

To strategically lead and develop Co-op Academy Grange in line with the co-operative values and principles, to give every student the highest quality education and to ensure the highest possible standards of academic achievement and personal development.

Line Manager: Executive Headteacher - West Yorkshire

Key Accountabilities

Qualities & knowledge / Leadership

- Drive strategic leadership within the academy, and lead by example with integrity, creativity, resilience and clarity
- Demonstrate a passionate commitment to the Trust, the academy, its students, staff and community
- Motivate and work with others (including the Executive Headteacher, Academy Governing Council, Trust and Sponsor) to create a shared culture and positive environment, based on co-operative values, ensuring that equality and diversity is reflected in school culture and practice and the learner is at the heart of everything we do
- Communicate clearly and compellingly the Trust and academy's vision and values so that it is shared, understood and acted upon by all
- Work with the whole school community to translate the vision into agreed objectives and evidence-based school development plans and policies for the organisation and its facilities, collaborating with stakeholders to set, and work to secure, school improvement objectives and ensuring that learning is at the centre of all strategic planning and resource management
- Sustain own knowledge and understanding of the education system and translate Trust and national policy in to the academy's context
- Regularly review own practice and, alongside the Executive Headteacher, Chair of Governors, Regional Director and CEO (and Headteacher colleagues if applicable), and taking account of feedback from others and the national standards of excellence for Headteachers, set personal targets and take responsibility for own development
- Knowledge of or experience of working in diverse communities
- Further strengthen the co-operative working that exists between the Trust's academies in the city and beyond

Students & Staff

- Demand ambitious standards for all students, particularly those overcoming disadvantage and advancing equality
- Implement strategies, and support, motivate & challenge staff, to ensure that the school delivers the highest standards of learning and care and implements a rich curriculum which is continually assessed to ensure impact on learning
- Work collaboratively with other Trust academies to build the community of schools and share and develop good educational development strategies and practice
- Lead a creative, responsive and effective learning environment which sets high expectations and challenging targets to ensure a continuous and consistent school-wide focus on student achievement, using data and assessment tools to monitor progress
- Ensure staff roles, responsibilities and accountabilities are clearly defined, understood and agreed, and that there is effective planning, allocation and evaluation of work for teams and individuals
- Hold staff to account for their professional conduct and practice and encourage and support them to develop their own skills and subject knowledge, and to support each other.

Systems & processes

- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding and promoting the welfare of children and young people and developing their behaviour in school and in the wider society
- Work with the Executive Headteacher, Academy Governing Council, Regional Director and CEO to enable the academy trust to meet its statutory responsibilities and improvement targets.
- Welcome strong governance and active support from the Academy Governing Council
- Provide an accurate account of the academy's performance to a range of audiences, upholding the principles of transparency, integrity and probity
- Ensure that all functions carried out by the academy are discharged with due regard to relevant statutory legislation, including that relating to health and safety, data protection and safeguarding
- Manage the academy's human, financial and physical resources effectively to achieve the aims of the academy development plan
- Maintain an agreed academy organisational structure, which enables effective and efficient operational practice.
- Recruit, retain and deploy staff appropriately; maintain effective strategies and procedures for staff induction and professional development
- Monitor, evaluate and review classroom practice to embed improvement strategies and consistently and systematically raise the quality of teaching. Use the performance management system to challenge and develop staff and, where required, tackle staff underperformance

The self-improving school system

- Ensure that the academy plays an active role in its community, collaborating with other stakeholders and agencies to ensure student and community needs are met and build the reputation of the school and the Trust within the community
- Grow partnerships with parents and carers to support and improve student achievement and personal development
- Create and promote positive strategies for challenging racial, religious and other prejudice
- Maximise the potential of the academy site to provide stimulating learning environments and community facilities, and develop a vision to improve premises through consultation with stakeholders
- Provide high quality training and professional development for all staff
- Variety of strategies to promote school improvement and challenge themselves

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

Headteacher

Co-op Academy Grange

Qualifications and Experience

- Teaching qualification
- First degree or Certificate of Education
- Holder of NPQH (or gained headship before 2004); if does not hold NPQH must have evidence of alternative relevant post-graduate qualification and a willingness to undertake NPQH upon appointment
- Desirable: Safer Recruitment certificate from recognised provider (required within the first year of Headship)
- Relevant recent and substantial experience of senior leadership roles in schools (e.g., strong track record as Headteacher and/or Deputy Headteacher)
- Desirable: already has experience working as Headteacher/Acting Headteacher.
- Able to demonstrate having achieved good or outstanding educational results especially in terms of disadvantaged students

Qualities & Knowledge / Leadership

- Ability to articulate a clear future vision for the academy, and to implement a strategic plan across the whole school that is influenced strongly by the Trust's strategic plan, identifying priorities and evaluating the impact
- Experience of working with and leading teams and individuals to implement changes across the school
- Ability to build effective relationships with staff, parents/carers, governors and other agencies, and to influence all stakeholders
- Track record of school improvement with ability to make and implement difficult decisions
- Ability to interrogate data and draw on national datasets to determine how effective teaching and learning are
- Experience of partnership/ collaboration and collaborative leadership
- In-depth knowledge of primary education including implementing successfully key government initiatives, policies and practices and curriculum developments
- Full awareness of health and safety responsibilities so that a safe environment is maintained
- Understanding of financial processes and procedures

Students & Staff

- Experience of implementing strategies which impact positively upon learning and create innovative learning experiences for students
- Experience of implementing curriculum improvements and effective interventions to ensure students make good or better progress
- Effective use of assessment tools to monitor teaching & learning and student progress, with the ability to identify excellent classroom practice to enable teachers to improve
- Ability to lead, manage, motivate, enthuse and develop staff
- Evidence of instilling a strong sense of accountability in staff for the impact of their work on student outcomes

Systems & Processes

- Ability to plan and allocate work effectively

- Experience of performance management to secure improvement in others through effective feedback, and managing underperformance of staff to a satisfactory conclusion when required
- Evidence of a commitment to promoting the welfare and safeguarding of children, including an ability to implement effective Child Protection policies and procedures, and to deal with sensitive issues in a supportive and effective manner whilst working in a multiagency team approach
- Evidence of promoting, implementing and monitoring equal opportunities across all aspects of a school
- Experience of successful management of school budgets and managing the school environment in line with health and safety regulations
- Experience of developing appropriate school development plans, policies and procedures
- Experience of working effectively with a governing body to fulfil statutory duties
- Experience of providing performance data for a range of audiences
- Evidence of implementing changes to staffing structures to secure improvement

The self-improving school system

- Evidence of reviewing own practice and effective CPD
- Ability to build relationships with community groups, outside agencies and other schools
- Experience of positively promoting the school in the community [Desirable: and in the media]
- Experience of working with parents and carers to improve student achievement

Personal qualities and attributes

- Demonstrates clear moral purpose and a commitment to co-operative values & principles and 'Ways of Being'
- Identifies with the Sponsor, and is keen to maximise the opportunities that sponsorship presents
- Communicates effectively with self-awareness and social perception
- Adaptable to changing circumstances and new ideas
- Ability to quickly assess a situation or set of complex information to identify key relevant factors
- Approachable and enjoys being highly visible to children and parents
- Demonstrates personal impact, presence, creativity and imagination to anticipate and solve problems
- Demonstrates good judgement
- Demonstrates commitment, reliability and integrity
- Demonstrates emotional intelligence and the ability to be resilient, robust and calm under pressure
- Is motivated by challenge
- Is self-motivated and able to motivate others

Additional Information

Financial

- Directly responsible for a budget in an excess of £7 million.

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

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

Decision making authority/autonomy

- Determine, in consultation with the Executive Headteacher, senior leaders and staff, the school improvement plan for the academy
- Set annual and three-year budgets for approval by the Governing Body and the Trust Board
- Responsible for the successful implementation of performance management arrangements for all the academy staff
- Manage succession planning, developing talent and recruitment
- Determine decisions on development and implementation of operational and strategic plans
- Develop approaches to the successful delivery of the curriculum
- Establish the ethos and learning environment ensuring that its reach extends to all members of the local community

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 students 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 students

How to apply

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

For an informal chat about the role and the academy please contact Brian Kelly, Executive Headteacher on brian.kelly@coopacademies.co.uk.

Completed applications should be submitted to recruitmentsg@coopacademies.co.uk .

The closing date for applications is 30th January 2023 at 12 noon.

Interview timetable

Shortlisting will take place on 31st January 2023

The recruitment panel will agree a short-list of candidates who will be invited to an interview/selection process on 7th February and 9th February 2023.



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Grange

Headteacher

Application Pack

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.

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.