

Head of School

Application Pack

Welcome

Dear applicant

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

Co-op Academy Southfield is an inspiring and special place to work and learn and as part of the Co-op Academies Trust, aims to secure excellence in all aspects of its work.

The academy has many strengths including the dedicated staff who are truly committed to the pupils, their families and the community, an Ofsted 'Good' judgement, and countless wonderful and special students.

The academy is designated for up to 310 pupils and students with Severe Learning Difficulties, Profound and Multiple Learning Difficulties and Autistic Spectrum Disorder.

We welcome interest from applicants looking to further their career in a large secondary special academy supported by a highly regarded Trust.

Our Trust has maintained significant managerial control at a local level so the successful candidate will be supported to make decisions to improve pupil experiences and outcomes. The Trust directs its efforts into supporting and challenging in equal measure. 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.

If you fancy an informal chat about the role and the academy please contact Dominic Wall, Executive Principal dominic.wall@coopacademies.co.uk

Chris Tomlinson

Chief Executive Officer

Our Trust

Through a great education we are changing the lives of young people across the North of England. Built on the same principles as all co-operatives across the world, we work with academies to empower teachers and young people to work together for a better education and a better community.

We have consistently been one of the highest performing multi-academy trusts in the Government's Multi-Academy Trust League Table, we have also been recognised by the Sutton Trust Charity and the Education Policy Institute as one of the top performing multi-academy trusts for disadvantaged students.

What makes our Trust unique is that we are sponsored by the Co-op Group. That close relationship means that we benefit from all of the business expertise that has seen the Co-op grow to one of the most respected, ethically driven and successful businesses in the country.

Popular with students, parents and teachers, we began in 2010 with just two academies. One in Manchester and one in Stoke-on-Trent. Two years later, in 2012, we began to work with a cluster of academies in Leeds and by 2014 we had five academies in Leeds; made up of one secondary and four primary academies.

To date the Trust comprises of twenty-seven institutions and spans the breadth of the educational spectrum, from primary and secondary academies, to colleges and special schools. Pragmatic in our approach to growth, we work closely and cooperatively to improve all of our academies. Improving results and impressive Ofsted inspections have led to schools requesting to join the Trust which is now well on its way to realising its ambition of forty academies by 2022. We look forward to the opportunities that this will bring to our staff, young people and communities.

You can find out more about our Trust by visiting www.coopacademies.co.uk

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

About us

Co-op Academy Southfield is a Secondary Special School to the South of Bradford City Centre. We are a large growing Academy catering for 310 students aged between 11 and 19, who are supported by approximately 200 staff. The Academy shares a site and building with Co-op Academy Grange, a large mainstream secondary school.

The overarching aim of the curriculum at Co-op Academy Southfield is to provide our students with the most appropriate offer that meets their needs.

All of our students have an Education, Health and Care Plan, and our aim is to provide every student with a broad and balanced curriculum that prepares them for when they move on from Southfield as young adults.

There are four curriculum pathways:

- P2I - Pathway Towards Independence
- C&I - Communication and Interaction
- PIMD - Profound Impairment & Multiple Disabilities
- Vocational - Post-16 provision

Alongside, there is also a Remote pathway, to enable students who are not physically at school to continue learning from home.

More details about this are in the Curriculum Pathways Roadmap.

Head of School

Co-op Academy Southfield

Salary: L30 - L34 £86,061 - £94,914

Permanent Role from September 2021

This Appointment is being made with the intention of the postholder ultimately developing their skills to be able to progress in their career and become Headteacher (ISR L35-41) on the retirement of the Executive Principal in April 2023

We're looking for a passionate and dedicated Head of School to lead Co-op Academy Southfield, a large Secondary Special School in Bradford.

We're a friendly academy for pupils aged 11- 19 years with a range of complex special educational and medical needs. Our vision is to offer outstanding, inclusive, and enjoyable lifelong learning to our pupils, as well as supporting their families, our staff and the wider community.

As Head of School, you'll continue to make a real difference for our pupils, by leading all aspects of the school. You'll work alongside the Executive Principal and the governing body to provide vision, purpose and leadership for the school. You'll be responsible for ensuring that all pupils achieve through effective teaching. You'll monitor the progress of all cohorts and to ensure that aspirational targets are set for every student's learning and progress.

As a Co-op Academies Trust Leader you'll: promote a collaborative school ethos and management culture; line-manage the SLT; implement Performance Management systems across the school;

You'll also contribute to the Trust's 3 year Strategic Vision, the annual School Review and lead the Academy Development Plan to identify appropriate priorities and targets to ensure that pupils are kept safe, well cared-for, make good progress and have fun learning.

We're led by our Co-op values of self-help, self-responsibility, equality, equity, democracy and solidarity. We believe that there's no place more important or fulfilling for people to apply those values than in an amazing school like Co-op Academy Southfield.

- Closing date for applications: midnight on Sunday 16 May 2021.
- Shortlisting date on Monday 17 May 2021.
- It is anticipated that the interviews will be held on Friday 21 May 2021.

For the full recruitment pack and an application form please visit:

<https://www.coopacademies.co.uk/vacancies/>

To find out further information about Co-op Academy Southfield visit:

<https://southfield.coopacademies.co.uk/>

To find out further information about the Co-op Academies Trust visit:

<https://www.coopacademies.co.uk/schools/>

For a discussion about the role with the Executive Principal, Dominic Wall, please contact 07527 013462 to make an appointment.

There will be an opportunity to meet the Executive Principal and have a guided tour of Co-op Academy Southfield on Tuesday 4 May 2021, Friday 7 May 2021 or Friday 14 May 2021. To arrange a visit please either telephone or email Human Resources to book an appointment:

Email: gran-hr@coopacademies.co.uk

Telephone: 01274 779662

Address: Co-op Academy Southfield,

Haycliffe Lane,

Bradford

BD5 9ET

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.



Academies Trust

Job Description

Head of School L30 - 34

Co-op Academy Southfield

Purpose of the Role:

- In partnership with the Executive Principal (*who retains the legal duties of Headteacher on the days that they work*), to provide highly effective leadership and management, in order to enable the school to give every pupil the best care and the highest quality education and standards of achievement.
- To fulfill the responsibilities of the headteacher on the days that the Executive Principal does not work and to deputise in the absence of the Executive Principal both on a day to day basis and over a longer term.
- To engage all staff in school improvement so that progress is made towards the goals of 'excellence and expertise' in special school and inclusive education.
- As part of the academy's succession plan for the retirement of the Executive Principal, to develop the capacity to progress into the headship within 18 months.

Reports to:

- Executive Principal (who is also the SEND lead for the Trust); Chief Education Officer and Local Governing Body of Co-op Academy Southfield.

Responsible for:

- The care of students and the professional performance of staff, across all the pathways of Co-op Academy Southfield.

Key Relationships:

- Parents of students at Co-op Academy Southfield.
- Staff of Co-op Academy Southfield.
- Chief Education Officer and Leaders in the West Yorkshire Hub especially those at Co-op Academy Grange (which shares the site);
- Members of the governing body of Co-op Academy Southfield.
- Colleagues in the District Achievement Partnership.
- Leaders in partner organisations, including Bradford Metropolitan District Council.

Key Accountabilities:

Qualities and knowledge / Leadership

Lead by example with integrity, creativity, resilience, and clarity, drawing on their own scholarship, expertise and skills, and that of those around them

Hold and articulate clear values and moral purpose, focused on providing a world-class education

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents/carers, governors, members of the local community and the Trust

Sustain wide, current knowledge and understanding of education and school systems, and regularly review own practice and pursue continuous professional development

Communicate compellingly the academy's vision, so that it is understood and acted on effectively by all; motivate and work with others to empower all pupils and staff to excel

Work with the Executive Principal and the whole academy community to translate the vision into evidence-based academy development plans and objectives, and to ensure their successful completion.

Pupils and Staff

In conjunction with the Executive Principal, lead a creative, responsive and effective learning environment which sets high expectations and challenging targets to ensure a continuous and consistent academy-wide focus on progress and achievement. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes

Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design; lead in the development of teaching and learning to secure excellent teaching across the school; act as a good role model to all staff within the school and reflect a high level of professional teaching standards

Work collaboratively with other Co-op Academies Trust academies to build the community of academies and share and develop good educational development strategies and practice, establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between academies

Motivate and support all staff to develop their own skills and subject knowledge, and to support each other; monitor, evaluate and review classroom practice, and analyse and interpret school data, to inform and manage improvement strategies

Ensure that staff roles and accountabilities are clearly defined and understood, and hold all staff to account for their professional conduct and practice.

Systems and processes

Work with the Executive Principal to ensure that the academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity, and that functions carried out by the academy are discharged with due regard to relevant statutory legislation, including that relating to health & safety, data protection and safeguarding

Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society; ensure that the child protection policies and procedures adopted by the local governing body are fully implemented and followed by all staff, and that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively

In conjunction with the Executive Principal, establish rigorous, fair and transparent systems and measures for managing staff, including recruitment, induction, coaching & development, managing performance & attendance, communication, motivation and retention

Welcome strong governance and work with the local governing body (or sub-committees thereof) to enable them to deliver their functions effectively

Support the Executive Principal in exercising strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and each academy's sustainability

Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

Inspire and influence others - within and beyond the academies - to believe in the fundamental importance of education in young people's lives and to promote the value of education; creates and maintain partnerships with parents / carers to support and improve pupils' achievement and personal development

Work with the Executive Principal to create an outward-facing academy which works with other schools and organisations in a climate of mutual challenge, developing effective relationships with fellow professionals and colleagues in other public services, and working to ensure learning experiences and opportunities for pupils are integrated into the wider community

Ensure that the academy plays an active role in its community, to maximise the potential of the academy site and build the reputation of the academy and the Trust within the community.

Core Duties

- To work alongside the Executive Principal and the LGB to provide vision, purpose and leadership for the school.
- To secure highly effective teaching and successful learning and achievement by all pupils.
- To systematically monitor the progress of all cohorts and to ensure that aspirational targets are set for every student's learning and progress.
- To promote a school ethos and management culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To contribute to the Trust's 3 year Strategic Vision, the annual School Review and lead the Academy Development Plan process which identifies appropriate priorities and targets for ensuring that pupils are kept safe, well cared-for, make good progress and have fun learning.
- To carry out daily line management of the SLT and implement Performance Management systems across the school, with the purpose of developing a culture of expertise within the staff team.
- With the guidance of the Executive Principal and Regional CEo, to lead the school through DAP reviews and prepare for Ofsted inspections.
- To communicate effectively with parents and other key partners of the school, so that positive relationships are maintained and created.
- To support the management, finance and administration of the school by working productively with the Business Manager and the Clerk the governing body.
- In partnership with the Executive Headteacher, to lead the recruitment of staff to Co-op Academy Southfield
- To monitor, evaluate, analyse and review the effectiveness of the school's procedures, practices and priorities, taking into account the Co-op Academy Trust's lead role in developing new policy and setting the policy agenda.
- To model the personal performance expected of all those who hold leadership positions within the school by being positive, optimistic, respectful, courteous, transparent and demonstrating integrity at all times.
- To enroll in the NPQH programme (if not already enrolled when appointed) in order to develop the skills and knowledge required for headship.

- To comply with any reasonable request from the Executive Principal or Regional CEO to undertake work of a similar level not specified in this job description, on behalf of the Co-op Academy Southfield.
- To have due regard for the Headteachers' Standards (2020), and to seek to develop the characteristics set out in each of the domains through continuous professional development.

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.

Person Specification

| <i>App – Application form</i> <i>SP – Selection process (which could include a range of exercises, including an interview)</i> <i>Ref - Reference</i> | Essential/ Desirable | How identified |
|---|-------------------------|-------------------|
| Qualifications and experience | | |
| First degree or Certificate of Education, or equivalent management qualification | E | App |
| Qualified teacher status | E | App |
| NPQ qualification at Middle or Senior Leadership level | D | App |
| Safer Recruitment certificate | D | App |
| This post requires an enhanced DBS disclosure | E | DBS check |
| Qualities and knowledge / leadership | | |
| Ability to build effective relationships with staff, parents/carers, governors and other agencies, and to influence all stakeholders | E | App/SP |
| Able to give examples of regularly reviewing own practice and pursuing continuous professional development | E | App/SP |
| In-depth and up-to-date knowledge of specialist (SEND) education | E | App/SP |
| Experience of working successfully in schools in a similar context | D | App/SP |
| Experience of implementing improvement plans across a key stage area or class room, identifying the priorities and evaluating the impact | E | App/SP |
| Ability to work with and motivate teams and individuals to implement changes across the school | E | App/SP |
| Pupils and staff | | |
| Able to lead, manage, motivate, enthuse and develop staff | E | App/SP |
| Ability to make and implement difficult decisions | E | App/SP |
| Is a good role model in all teaching standards | E | App/SP |
| Knowledge of how to use data to monitor pupil progress | E | App/SP |
| Knowledge of assessment tools to monitor teaching and learning | E | App/SP |
| Ability to identify effective interventions to ensure pupils maintain good progress | E | App/SP |
| Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback | E | App/SP |
| Systems and processes | | |
| Experience of line managing staff | E | App/SP |
| Able to plan and allocate work effectively | E | App/SP |
| Recruits, retains and manages a range of school staff, in line with HR policies and procedures | E | App/SP |
| Experience of implementing changes to staffing structures | D | App/SP |
| Knowledge of health & safety regulations, and experience of managing H&S in a school environment | D | App/SP |
| Is aware and able to manage effective child protection policies and procedures | E | App/SP |
| Ability to deal with sensitive issues in a supportive and effective manner | E | App/SP |
| Holds people to account for what they have agreed to deliver | E | App/SP |
| Experience of working effectively with the governing body to fulfil statutory duties | D | App/SP |

| | | |
|--|---|--------|
| Able to provide appropriate performance data to parents, governors and academy improvement officers | D | App/SP |
| | | |
| The self-improving school system | | |
| Experience of building relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils | E | App/SP |
| Able to give examples of promoting the school within the community | D | App/SP |
| Works with parents and carers to promote the value of education and improve pupil achievement | E | App/SP |
| | | |
| Personal qualities and attributes | | |
| Demonstrates: <ul style="list-style-type: none"> ● enthusiastic and optimistic personal behaviour ● clear moral purpose and a commitment to co-operative values & principles ● personal impact and presence ● creativity and imagination to anticipate and solve problems ● good judgement, commitment, reliability and integrity ● emotional intelligence and the ability to be resilient, robust and calm under pressure ● adaptability to changing circumstances and new ideas | E | SP |
| Identifies with the Sponsor, and is keen to maximise the opportunities that sponsorship presents | D | App/SP |
| Excellent communicator (listening, putting a message across): communicates with clarity, self-awareness & social perception | E | SP |
| Child centred | E | App/SP |
| Approachable and enjoys being highly visible to children and parents | E | SP |
| Self-motivated and able to motivate others | E | SP |
| Enjoys challenge | E | App/SP |
| Able to work to and meet deadlines | E | SP |
| Excellent problem solving/analytical skills | E | SP |
| Self-aware, with understanding of own strengths and limitations | E | SP |

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Southfield