



Co-op Academy  
North Manchester

# Headteacher

Candidate Pack

# Welcome

Dear Applicant,

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

Co-op Academy North Manchester is an extremely ambitious academy for its students and everyone works hard to ensure that they leave the Academy equipped to lead happy and successful lives. As part of the Co-op Academies Trust, aims to secure excellence in all aspects of its work. The academy has been transformed since joining Co-op Academies Trust and has been graded "good" in the last two Ofsted inspections, the latest in April 2024.

All schools in the Trust demonstrate a strong commitment to cooperative values and principles. It is therefore vital that applicants are willing to fully embrace these, continuing to embed them into the learning experiences for students and using them to drive up academic standards further. Our Trust is a successful and highly collaborative partnership of schools committed to raising the educational ambitions of the communities it serves.

We are seeking to appoint an exceptional Headteacher who will promote a culture of excellence, be passionate about the transformational power of education, and have the drive and skillset to secure the very best outcomes for our students. With an authentic commitment to cooperation and our Co-op 'Ways of Being', the successful candidate will not only be a highly visible leader within the academy but will also establish themselves as an outward facing trusted professional for the wider community.

We would welcome applications from existing Headteachers wanting to further their career in a large secondary academy supported by a highly regarded Trust, as well as those from talented and ambitious Deputy Headteachers looking to take their next step in senior leadership. 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.

We have arranged a series of virtual information sessions about the role and the Trust, please email central recruitment to sign up for one of these. Each session should last up to 45 minutes. The following times and dates are available: 11th November; 14th November and 19th November all 5pm -6pm. Visits to the academy are strongly encouraged. To sign up for the information sessions and/or a visit to the academy please email [centralrecruitment@coopacademies.co.uk](mailto:centralrecruitment@coopacademies.co.uk).

Completed applications should be submitted via <https://co-opacademiestrust.face-ed.co.uk/Vacancies>

Best wishes,

Nick Lowry  
Regional Director, Manchester and Oldham

# Our Co-op Academies Trust

Dear Applicant,

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

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust. By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

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

Headteacher

Co-op Academy North Manchester

Salary: Leadership L33 to 39 plus significant additional benefits

Contract : Permanent

Location: Manchester

Start date: 1st May 2025

## Purpose of the role

To strategically lead and develop Co-op Academy North Manchester, and 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.

Reports to : Regional Director





# Key Accountabilities

## Qualities & 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 whole academy community to translate the vision into evidence-based academy development plans and objectives, and to ensure their successful completion.
- Demonstrate a passionate commitment to the Trust, the academy, its students, staff and community
- Knowledge of or experience of working in diverse communities
- Further strengthen the co-operative working that exists between the Trust's academies within the region and beyond



## Students & Staff

- 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.
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## Systems & processes

- 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 trust and academy governing council 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
- 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 Regional Director and Academy Community Council to enable them to deliver their functions effectively
- Exercise 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.
  - 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, support & address staff underperformance
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## The self-improving school system

- Inspire and influence others - within and beyond the academy - 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
- 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
- Grow partnerships with parents and carers to support and improve student attendance, achievement and personal development
- Create and promote positive strategies for challenging racial, religious and other prejudice and be committed to equality, diversity and inclusion
- 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
- Ensure high quality training and professional development for all staff





## Core Duties

- To work with the Regional Director and Academy Community Council 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 ensure effective safeguarding of students
- 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 lead the academy leadership team and contribute to the Trust's Strategic Vision.
- To lead the annual self evaluation and Academy Development Plan processes which identify appropriate priorities and targets for ensuring that pupils are kept safe, well cared-for, and enjoy and make good progress in their learning
- To carry out daily line management of the SLT and implement Performance and Professional Development Review systems across the school, with the purpose of developing a culture of expertise within the staff team.
- With the guidance of the Regional Director, to lead the school through internal Trust reviews and prepare for Ofsted inspections.
- To communicate effectively with parents, pupils, staff and other key partners of the school, so that positive relationships are maintained and created.
- Oversee, monitor and implement the school's budget and budget planning as agreed with the Regional Director
- To support the management, finance and administration of the school by working productively with the Finance Manager
- Lead the recruitment and retention of staff to Co-op Academy North Manchester
- To monitor, evaluate, analyse and review the effectiveness of the academy'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 comply with any reasonable request from the Regional Director to undertake work of a similar level not specified in this job description, on behalf of the Co-op Academy North Manchester.
- 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

## Headteacher

### Co-op Academy North Manchester

App – Application form

SP – Selection process (which could include a range of exercises, including an interview)

Ref - Reference

*NB: All aspects are essential unless indicated below as desirable.*

	Essential / Desirable	How identified
<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>Teaching qualification</li> <li>First degree or Certificate of Education</li> <li>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</li> <li>Desirable: Safer Recruitment certificate from recognised provider (required within the first year of Headship)</li> <li>Relevant recent and substantial experience of senior leadership roles in schools (e.g. strong track record as Headteacher and/or Deputy Headteacher)</li> <li>Desirable: already has experience working as Headteacher/Acting Headteacher.</li> <li>Able to demonstrate having achieved a good or outstanding Ofsted as a Headteacher or Deputy Headteacher, especially in a context similar to Co-op Academy North Manchester</li> <li>Achieved strong outcomes for students in terms of attainment and progress (please detail in application letter)</li> </ul>	<p>Desirable</p> <p>Desirable</p>	<p>App</p> <p>App</p> <p>App</p> <p>App</p> <p>App</p> <p>App / SP</p> <p>App / SP</p>
<p><b>Qualities and knowledge / leadership</b></p> <ul style="list-style-type: none"> <li>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</li> <li>Experience of working with and leading teams and individuals to implement changes across the school</li> </ul>		<p>SP</p> <p>App / SP</p> <p>App / SP</p>

<ul style="list-style-type: none"> <li>• Ability to build effective relationships with staff, parents/carers, governors and other agencies, and to influence all stakeholders</li> <li>• Track record of school improvement with ability to make and implement difficult decisions</li> <li>• Ability to interrogate data and draw on national datasets to evaluate the effectiveness of teaching and learning</li> <li>• Experience of partnership/ collaboration and collaborative leadership</li> <li>• In-depth knowledge of education including implementing successfully key government initiatives, policies and practices and curriculum developments</li> <li>• Full awareness of health and safety responsibilities so that a safe environment is maintained</li> <li>• Understanding of financial processes and procedures</li> </ul>		<p>App / SP</p> <p>SP</p> <p>App</p> <p>SP</p> <p>App / SP</p> <p>App / SP</p>
<p><b>Pupils and staff</b></p> <ul style="list-style-type: none"> <li>• Experience of implementing strategies which impact positively upon learning and create effective learning experiences for students</li> <li>• Experience of implementing curriculum improvements and effective interventions to ensure students make good or better progress</li> <li>• Effective use of assessment tools to monitor teaching &amp; learning and student progress, with the ability to identify excellent classroom practice to enable teachers to improve</li> <li>• Ability to lead, manage, motivate, enthuse and develop staff</li> <li>• Evidence of instilling a strong sense of accountability in staff for the impact of their work on student outcomes</li> </ul>		<p>App / SP</p> <p>App / SP</p> <p>App / SP</p> <p>SP</p> <p>SP</p>
<p><b>Systems and processes</b></p> <ul style="list-style-type: none"> <li>• Ability to plan and allocate work effectively</li> <li>• Experience of performance management to secure improvement in others through effective feedback, and managing underperformance of staff to a satisfactory conclusion when required</li> <li>• 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 multi agency team approach</li> </ul>		<p>SP</p> <p>App / SP</p> <p>SP</p>





## How to apply

All applications must be made using the [Trust's online recruitment platform](#)

Candidates are strongly encouraged to attend the virtual information sessions we are holding on 11th, 14th and 19th November and to visit the academy. Please email [centralrecruitment@coopacademies.co.uk](mailto:centralrecruitment@coopacademies.co.uk) to arrange either of these.

If there is further information required please contact Nick Lowry (Regional Director) ([nick.lowry@coopacademies.co.uk](mailto:nick.lowry@coopacademies.co.uk))

The closing date for applications is Monday 25th November at 9am

Shortlisting will take place on Friday 29th November.

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## Interviews

Interviews will take place on: Thursday 5th and Friday 6th December 2024

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## 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.

*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.*

## Co-op Academies Trust

One Angel Square; Manchester; M60 0AG

*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.*