

Welcome

Dear Applicant,

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

This is an exciting new role providing exceptional strategic leadership, vision and management for our special schools. Co-op Academy Southfield is a well established large secondary special school in Bradford. This role will have responsibility for Co-op Academy Southfield and one other Co-op special school.

Co-op Academy Southfield is an inspiring place to work and learn. It offers an inclusive learning experience for pupils aged 11-19 with a wide range of complex educational and medical needs. The academy is designated for up to 360 pupils with Severe Learning Difficulties, Profound and Multiple Learning Difficulties and Autistic Spectrum Disorder.

As our Executive Headteacher, at Co-op Academy Southfield, you will promote a culture of excellence by building leadership capacity, providing specialist expertise and highly visible leadership to take the school to the next stage of its development.

As part of the Co-op Academies Trust, our schools aim to secure excellence in all aspects of provision. They are part of a group of over thirty schools in the Trust, with three special schools in West Yorkshire. 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, embedding them into the learning experiences for pupils and using them to drive up standards further. The Trust is a successful and highly collaborative partnership of schools committed to raising the educational ambitions of the communities it serves.

Our ideal candidate will contribute to securing and driving forward the educational experience for our pupils and will present as an outward facing professional within each allocated 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 to promote and sustain school improvement.

We would welcome applications from existing specialist Headteachers with a strong track record who want to further their career in special education supported by a highly regarded Trust. 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, and/or to arrange a visit, please contact Karine Hendley (Regional Director, West Yorkshire) via karine.hendley@coopacademies.co.uk
Completed applications should be submitted

Best wishes,

Karine Hendley | [Regional Director, West Yorkshire](#)

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 37 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 strategic plan, 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 academies have a Community Pioneer and an Academy Community Councils, reflecting our commitment to making a positive contribution within the communities we serve. 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). We have a well-developed school improvement offer, including access to 20 different specialist directors and 50 specialist leaders of education. 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

Executive Headteacher

Co-op Academies Brierley
and Southfield

Salary: L38 - 42

Start date: September 2025 (or earlier if possible)

Closing date: Monday 27th January 2025

Purpose of the role

To strategically lead and develop Co-op Academy Southfield and one other allocated Co-op special school in line with the co-operative values and principles, to give every pupil the highest quality education and to ensure the highest possible standards of academic achievement and personal development.

Our academies aim to offer an outstanding, inclusive and inspirational learning experience for pupils aged 4 -19 with a wide range of complex educational and medical needs.

Line Manager: Regional Director - West Yorkshire

Key Accountabilities

Work with the Headteacher and Head of School to:

Qualities & knowledge / Leadership

- Drive strategic leadership within both academies, and lead by example with integrity, creativity, resilience and clarity
- Secure knowledge of special educational needs and/or disabilities and effective specialist education
- Demonstrate a passionate commitment to the Trust, the academy, its pupils, staff and community
- Motivate and work with others (including the Academy Community 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 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, particularly specialist, and translate Trust and national policy in to the academy's context
- Regularly review own practice and, alongside the Chair of Governors, Regional Director and CEO (and Headteacher colleagues), 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

Pupils & Staff

- Demand ambitious standards for all students, particularly those overcoming disadvantage and advancing equality
- Implement strategies, and support, motivate and challenge leaders and staff, to ensure that both schools deliver the highest standards of learning and care and implement 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 leaders and 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 pupils 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 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 both academies are discharged with due regard to relevant statutory legislation, including that relating to health and safety, data protection and safeguarding
- Manage each 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 and professional development review system to challenge and develop staff and, where required, tackle staff underperformance

The self-improving school system

- Ensure that both academies play an active role in the community, collaborating with other stakeholders and agencies to ensure pupil 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 pupil experiences, achievement and personal development
- Create and promote positive strategies for challenging racial, religious, disability 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.

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.

Person Specification

Executive Headteacher

Co-op Academy Southfield and one other Co-op special school

Qualifications and Experience

- Teaching qualification (including QTS)
- 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 as a Headteacher in special and/or mainstream schools (including, a strong track record as Headteacher)
- Able to demonstrate having achieved good or outstanding educational outcomes including for pupils with special educational needs and/or disabilities and disadvantaged pupils

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 special 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
- Strong understanding of safeguarding risks and principles to ensure systems, processes and practices are highly effective

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 multi agency 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, including use of flexible leadership styles
- 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 the school's budget at Co-op Academy Southfield; oversight of the budget at Co-op Academy Brierley

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

- The academies are part of Co-op Academies Trust, a successful trust sponsored by Co-op Group
- This role requires outstanding leadership and management skills for two academies with a wide and diverse range of pupils and staff
- Pupils at both academies have complex and varied special and medical needs
- 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 Trust Academies
- Changing government policy
- Monitoring activities involving Ofsted and the DfE

Decision making authority/autonomy

- Determine, in consultation with the Regional Director, 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 and professional development review 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, and/or to arrange a visit, please contact Karine Hendley, Regional Director on karine.hendley@coopacademies.co.uk

Completed applications should be submitted

The closing date for applications is 5pm on Monday 27th January