



Co-op Academy  
Grange

# **Deputy Headteacher - Quality of Education Candidate Pack**

**April 2025**

## 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

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

# Deputy Headteacher - Quality of Education

Salary / grade range	Salary – Leadership L22 – L26 (74,283 – 81,927)
Location	Co-op Academy Grange, Bradford, West Yorkshire
Reports to	Headteacher

## Purpose of role:

To assist the Headteacher in the strategic development across the academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values. To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress. To effectively promote the educational vision of Coop Academies Trust

The duties outlined in this Job Description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Headteacher may from time to time ask the post-holder to perform.

The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined by the skills and experience of the successful applicant.

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

### Strategic

- Support the Headteacher in developing and communicating a clear strategic vision of how to develop the academy successfully to 'Outstanding'
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self review framework is embedded within the academy
- Lead on designated sections of the Academy Improvement Plan
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards standards, quality and achievement
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching
- Support the Headteacher in managing the academy effectively and ensuring the successful implementation of radical change, and deputise in their absence
- Work in harmony with the Headteacher, Trust, Governors, local schools, other academies and other partners as appropriate.

## Student outcomes (in collaboration with other SLT members – details to be agreed)

- Work with the Headteacher in the strategic leadership for all areas of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that learning and teaching policies and practice are at the highest

standard

- Use data effectively to raise standards across the academy
- Regularly review and quality assure the student tracking systems across the academy
- Oversee the quality of learning and teaching through regular reviews within the academy, intervening where necessary
- Use data from stakeholder consultation in order to critically evaluate learning and teaching
- Have an oversight of the performance of all key groups
- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made
- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes.

## Leading and managing staff

- Promote the academy ethos in which the highest achievements are expected from all members of the academy community
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and Governors
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the academy community
- Sustain their own motivation and that of staff for whom they are accountable
- Contribute to an effective and rigorous Performance Management process.

## Efficient and effective use of staff and resources

- Work with the Headteacher, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided
- Support the Headteacher and leaders of finance and operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Headteacher in seeking to ensure adequate resources for the academy.

## Community

- To attend Governors' meetings, evening and special events
- Ensure that Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the academy and its interface with community partners.

The responsibilities and duties will be reviewed and modified as the Leadership and Senior Management Teams evolve.

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), Observation (O)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Degree and teaching qualification</li> <li>QTS</li> <li>Strong track record of continuing professional development or further professional study within the last two years and able to evidence impact on school effectiveness</li> </ul>	E E E	A A A/I
<b>Experience</b> <ul style="list-style-type: none"> <li>Evidence of impacting positively on student outcomes</li> <li>Up to date and relevant pedagogical knowledge in order to successfully inform the teaching and learning approach across the academy</li> <li>Evidence of the ability to manage change successfully</li> <li>Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain a school's progress and outcomes, (e.g., improvement to at least national benchmarks or beyond within key performance measure(s))</li> <li>Evidence of inspiring confidence in staff and students so that they succeed and achieve their personal best</li> <li>Excellent communication and presentation skills, both written and oral</li> <li>Knowledge of the applications and potential of ICT; high level of ICT skills as both a curricular and administrative tool</li> <li>Evidence of successful delivery of CPD which has secured improved organisational outcomes</li> <li>A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school</li> </ul>	E  E  E E  E  E  E  E  E	O/A  O/A  I  I  I/A  O/I/A I/A I/A I/A I/A
<b>Leadership and Management Experience and skills</b> <ul style="list-style-type: none"> <li>Successful teaching experience including recent teaching to GCSE level</li> <li>Leadership experience to at least Assistant Headteacher level currently</li> <li>Successful experience of managing, motivating and supporting others to improve</li> <li>Ability to work as part of a team and to lead</li> </ul>	E  E  E E	A/O/I  A/O/I  A/O/I

<ul style="list-style-type: none"> <li>others by example</li> <li>• Successful experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change</li> <li>• An ability to work autonomously and prioritise conflicting demands</li> <li>• An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources</li> <li>• An ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives</li> <li>• Evidence of engagement in partnership and community activities</li> <li>• Teaching to advanced level</li> <li>• Senior Leadership experience in at least two schools</li> </ul>	E	A/O/I
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<p>Other</p> <ul style="list-style-type: none"> <li>• A commitment to Co-operative values and the Co-op's 'Ways of Being'</li> <li>• A passionate commitment to developing the best in all young people</li> <li>• Commitment to the vision and values of the academy</li> <li>• A positive approach to challenges; seeking solutions to problems and addressing difficulties with cheerfulness and good humour</li> <li>• To be prepared to work flexibly outside the academy's usual hours</li> <li>• Commitment to equal opportunities across the academy</li> </ul>	E	A/O/I
	E	A/O/I
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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.

## How to apply

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: **9am, Tuesday 25th March 2025**

## Interview timetable



Interviews will take place on: **Thursday 3rd April 2025**

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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 Academy Grange,**

Haycliffe Lane, Bradford, BD5 9ET

[grange.coopacademies.co.uk](http://grange.coopacademies.co.uk)

Telephone: 01274 779662

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