



Co-op Academy
North Manchester

Assistant Head of English Candidate Pack

Together, we have the highest aspirations and expectations so that everyone achieves excellence in all they do and is equipped to lead happy and successful lives."

"WORKING TOGETHER FOR THE BEST IN EVERYONE"

Welcome

Dear Candidate,

I am delighted that you have shown an interest in our Assistant Head of English vacancy here at Co-op Academy North Manchester.

Co-op Academy North Manchester's vision is 'Together we have the highest aspirations and expectations so that everyone achieves excellence in all they do and are equipped to lead happy and successful lives.' The vision and values of the academy and those of Co-op Academies Trust are at the heart of all that we seek to achieve and are evident throughout the school.

You will be joining us at an exciting time as the academy enters a period of growth. Together we have been really successful but now we need to increase our Teaching capacity so that we can secure an even better future for our pupils, staff and wider community.

Here at Co-op Academy North Manchester, we take time to know our pupils and have the highest expectations and aspirations for them. Our pupils are polite and courteous and excellent relationships are at the heart of our success. The academy prides itself on offering a rich curriculum that includes an extensive range of extra-curricular activities and clubs for all pupils which promotes their understanding of the world in which they live and the difference that they can make within it. Our Safeguarding/PSHE/SMSC and Careers curriculum is a strength of the academy and pupils develop a range of skills that enable them to be confident to be who they want to be.

Strong leadership has been at the heart of our success. Our leaders are committed and reflective individuals who are themselves empowered, but who also have the ability to both inspire and empower others to realise our academy's vision. We understand and implement the Co-op Ways of Being of: 'succeed together', 'show you care', 'be yourself always' and 'do what matters most', understanding the unique importance of each as well as how they must be implemented together to ensure that success is achieved in the 'right' way.

We do hope that once you have read the information provided in this pack, you are excited by the prospect of joining us and are keen to be a part of our next chapter.

If you would like to experience the academy first hand please contact Debra Aikenhead HR Advisor at debra.aikenhead@coopacademies.co.uk to book a tour of the academy.

With warmest wishes,

Mrs Sloper-Russell

Principal

[Ofsted Report](#)

Our Trust

Through a great education The Co-op Academies Trust 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 to empower our staff and our young people to work together for a better education and a better community.

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

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.

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

"The school has ensured that the order of learning helps pupils to build on prior knowledge and to connect new ideas. The school has identified the important knowledge that pupils need to know and when it should be taught."

Ofsted 2024

Curriculum

The curriculum at Co-op North Manchester is designed to ensure that pupils receive an excellent education. The curriculum is broad and balanced to give pupils the opportunity to explore a range of subjects over the course of a 3 year KS3 before specialising in KS4. It is our belief that each subject discipline offers valuable knowledge, skills and experiences that are unique to it and all of our pupils are entitled to access to this. All subjects are taught by subject experts who have a clear understanding of what pupils need to know, understand and be able to do to make progress in their subject. Subjects are delivered with high levels of authenticity and subject leaders focus on what it means to be an expert in their subject before providing opportunities for pupils to develop in this way. As a specific part of our curriculum pupils in year 7 and 8 follow our reading curriculum which is time dedicated for them to read, be read to and develop a love of reading. Pupils are given the opportunity to read full novels, develop their fluency and vocabulary.

Mr B Sinnott

Vice Principal Quality of Education

"Pupils' work shows that they are knowing and remembering more.

Furthermore, they communicate well and appropriately. This helps to prepare them for their next steps after school."

Ofsted 2024

Learning Outside the Classroom

Here at Co-op Academy North Manchester we believe that Home Learning enhances pupil learning by increasing fluency and independence. Home Learning is carefully planned and as such is an integral part of the curriculum. Home Learning supports pupils in developing detailed knowledge and skills. Similarly our remote education offer given to pupils is demanding and match the aims of the in-class curriculum. We also offer a large number of extra-curricular clubs, trips and visits that pupils can be involved in over the course of the year. There are clubs which are directly related to subjects that pupils study, and those which are not. The variety on offer makes sure that the interests and needs of all our pupils are catered for.

Ms S Tomkow

Assistant Vice Principal Teaching & Learning

"Teachers are adept at introducing new vocabulary and ensuring that pupils use it correctly. As a result, pupils articulate their understanding effectively."

Ofsted 2024

English at Co-op Academy North Manchester

Our vision at Co-op Academy North Manchester is to ensure that every pupil leaves our care empowered to lead happy and successful lives. As the English department, our belief is that through the excellent teaching of English, we can create a culture where our pupils thrive and leave with the necessary skills to impact on and influence their own lives. Our curriculum design aims to integrate the teaching of language with literature. Our desire is to equip our pupils with the necessary skills whilst simultaneously fostering an enthusiasm for the subject and an eagerness to learn. Pupils are supported to understand and appreciate writers' methods, making links between texts and selecting apt evidence to support personal interpretations. More than this though, they are challenged to debate, justify their opinions, write poetry and stories for the pure enjoyment of it.

Mr M Dermody

Head of Department

"The school has made pupils' attendance a high priority."

Ofsted 2024

"Pupils, including those with special educational needs and/or disabilities (SEND), benefit from a broad and ambitious curriculum."

Ofsted 2024

"Pupils are very clear about how the school expects them to behave. They are respectful towards staff."

Ofsted 2024

Safeguarding

We take safeguarding very seriously at Co-op Academy North Manchester and it is important to us that all pupils feel happy and safe in and out of school. We have a large team who are trained in all aspects of safeguarding and we have a comprehensive continuing professional development package to ensure we are always up to date and current. I am often asked by people what the challenges of being a safeguarding lead in an inner city secondary school are but I always remind people that in our school, we work to our belief that safeguarding is everyone's responsibility and we work hard together to keep children safe. If you want to work in an environment where no two days are the same but every day is rewarding, then do consider applying.

Mr T Greenfield

Assistant Vice Principal Attendance and Safeguarding

Mental Health & Wellbeing

We have always been at the forefront of looking after both pupil and staff mental health and wellbeing and we have extended this even further in recent years. We have a range of workload and wellbeing strategies, ways of working which keep us connected as well as a very strong employee assistance offer. Here at Co-op Academy North Manchester, we value the individual and ensure that we have access to counselling services, our resident EP as well as lots of events such as Time to Talk, our Mile Walk and other therapeutic services which benefit pupils in many ways. We are really proud of our mental health and wellbeing offer. If you believe, as we do, that mental health and a strong sense of identity and community is as important as academic success or physical health, then we'd love to hear from you.

Mrs S Fiddler

Vice Principal Behaviour & Community

Behaviour and Attendance

The tools for strong attitudes to learning such as resilience, confidence and self-esteem are encouraged and developed as part of Co-op Academy North Manchester's curriculum. As a Maths teacher myself, I find my time in the classroom stimulating and rewarding. The strength and quality of relationships, underpinned by the respect and trust between staff and pupils ensures that teaching at the academy is an extremely enjoyable experience. We work hard to instil high levels of engagement in the classroom and are committed to ensuring that pupils are challenged if we think they could improve. The academy needs staff who are committed to bringing out the best in our pupils and who will have the highest of expectations of them; if that's you, then please get in touch.

Mr A Burkitt

Vice Principal Behaviour, Attitudes, Attendance & Safeguarding.



Our CPD Offer

Whether you are an Early Careers teacher or an established classroom practitioner, at Co-op Academy we are committed to your professional development. Our in house CPD programme is a strength of our Academy. We work together as a whole staff, in departmental and pastoral teams and in other smaller groups to debate teaching and develop our leadership skills. At present, examples of our offer include:

Whole school CPD

- Termly Lesson Study cycles where teachers work to plan, teach and refine lessons and sequences of learning, sometimes in departments and sometimes across the school.
- Subject knowledge enhancement experiences such as visits to other schools
- Engagement in wider education research
- A planned series of IRIS film clubs where staff come together to share approaches and debate teaching and learning
- Whole school instructional coaching
- Access to 1:1 Teacher Coaches
- Access to 1:1 observations of colleagues
- A range of bespoke training provided by the Academy Trust to meet individual needs including subject conferences, subject knowledge events and pupil centred learning events.
- Job shadowing to support career aspirations
- Teach Meets and Teach Eats providing opportunities to share and learn from colleagues across the school and other Academies
- External courses such as those offered by the PTI, The National College, exam boards or other professional bodies
- 'Leadership at all levels' course for any member of staff who is an appraiser or who wishes to develop their leadership skills. Three internally facilitated sessions, one per term
- The opportunity to attend middle leader session to prepare for becoming a TLR post-holder
- A range of course for middle leadership which are both internal and externally facilitated

Wellbeing

Wellbeing is articulated in the cornerstone of our vision in terms of everyone leading 'happy and successful' lives but we also recognise that a 'one size fits all' approach is not appropriate. What would be useful for one person may not be what another needs in order to feel happy and confident. We respect each other, our environment and ourselves and our wellbeing offer underpins that commitment. To ensure the Academy is a healthy and safe place to be means that our wellbeing offer is varied, personalised and changes dependent on the needs of the people in the organisation at any one time.

Examples of some of the approaches we use to support mental health and happiness:

- Time to talk
- Access to counselling service
- Mile walk
- Mindfulness
- Free tea and coffee
- Policies contributed to by staff
- Your Voice Survey
- Our commitment to a values led organisation
- An extensive extra curricular offer
- CPD programme
- Workshops on identity, diversity and community
- Parent support for issues such as e-safety, self-harm and self esteem

Assistant Head of English
Salary: MPS/UPS + TLR 2b
Location: Co-op Academy North Manchester

Purpose of the role

Teaching English is a key role within the academy, ensuring that the academy's vision of excellence and success is achieved within this core department. Through having the highest expectations, they will be able to continue to drive up standards of achievement, attainment and enjoyment for the subject so that all pupils can make exceptional progress. We are oversubscribed and were judged to be a good school in our recent Ofsted inspection.

The Assistant Head of English, acting under the direction of the Head of English, will work to ensure that high standards and high quality outcomes are achieved across English. You will be a successful and experienced English teacher, who is able to enthuse, motivate and inspire children, generating a love for learning. You will have a commitment to the highest standards and be able to secure the highest quality outcomes for all. You will be able to instil in our pupils a love, passion and interest in English which goes beyond the classroom. You will be an excellent leader who will be able to use their skills to develop others.

We are looking for a candidate who demonstrates unconditional positive regard for young people and who has the highest expectations of themselves and others and with an ambition to make a difference. You will have the opportunity to lead within the department and to further develop it. You will be joining a team of highly skilled and committed professionals who are relentless in the pursuit of excellence to improve the life chances of our pupils. You will have excellent interpersonal skills and will be highly effective in promoting and securing excellence for all. You will have the drive and ambition to help drive forward excellence in teaching and learning within the English department.

Since March 2016, the academy has been part of The Co-op Academies Trust and embodies the vision and values of the Trust through all it seeks to achieve. We are now proud to be a Good School. A significant benefits package is also available to the successful candidate.

We are proud of our career and professional development offer which staff at all levels can benefit from. You will be engaged in our CPD offer and other whole school opportunities for professional development also exist, alongside a bespoke package due to us being a part of The Co-op Academies Trust.

Our core values of Respect, Commitment and Trust are at the heart of all we do and our vision of excellence permeates our drive to ensure the highest outcomes for every pupil. This is a key post in ensuring that the Academy continues to move from strength to strength.

We are proud to be part of the Co-op Academies Trust and the successful candidate will have the chance to meet with staff from other trust schools and enjoy the benefits of being part of the Co-op.

Shaping the Future

You will work with the Head of English to create and deliver a shared vision for the development of the department, an excellent teaching and learning offer in English and improved outcomes for all pupils.

- Developing the strategic vision and direction for the department, based on research and analysis of contextual need.
- Ensuring that the English department reflects the academy's vision and values and those of our Trust.
- Playing an active role in raising the aspirations and ambitions of our pupils, their families and carers and the local community.

Specific Areas of Responsibility

- To work professionally and effectively as part of English and the wider academy staff team.
- To be a positive professional role model for all Pupils.
- Treat all Pupils with dignity, building and modelling relationships rooted in our vision and values.
- Have regard for all policies and procedures.
- To be a form tutor to an assigned group of Pupils and carry out that role in line with academy policy.
- To carry out supervision duties as directed in the academy duty rota
- To contribute to regular reports to parents on the progress, attainment and development of Pupils taught.
- Continue your own professional development in relevant areas including subject knowledge and teaching/learning methodology.
- Engage actively in the academy appraisal process.
- Engage actively in the academy CPD program to develop skills and improve practice.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy
- Communicate effectively with parents and carers.
- Be familiar with, and follow, all academy policy and practice to ensure a consistent high standard approach to all aspects of the academy.
- Contribute to the preparation of subject improvement plans, policy and practice as part of the subject team.
- Play a full part in the life of the academy, to support its vision and values and those of the Trust.
- Attend academy events and activities.
- Any other reasonable requested made by the Principal.
- The key area(s) responsibilities for the post of Assistant Head of English will be identified by the Head of English in conjunction with his/her Line Manager at the start of every academic year. This will enable the Assistant Head of English to lead on key areas for development within the subject in line with the Academy strategic improvement plans and priorities.
- It is expected these roles and responsibilities will change annually or biennially.



Other Responsibilities

- To work professionally and effectively as part of English and the wider academy staff team. To be a positive professional role model for all pupils.
- Treat all pupils with dignity, building and modelling relationships rooted in our vision and values.
- Have regard for all policies and procedures.
- To be a form tutor to an assigned group of pupils and carry out that role in line with academy policy.
- To carry out supervision duties as directed in the academy duty rota
- To contribute to regular reports to parents on the progress, attainment and development of pupils taught.
- Continue your own professional development in relevant areas including subject knowledge and teaching/learning methodology.
- Engage actively in the academy appraisal process.
- Engage actively in the academy CPD program to develop skills and improve practice.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy
- Communicate effectively with parents and carers.
- Be familiar with, and follow, all academy policy and practice to ensure a consistent high standard approach to all aspects of the academy.
- Contribute to the preparation of subject improvement plans, policy and practice as part of the subject team.
- lay a full part in the life of the academy, to support its vision and values and those of the Trust.
- Attend academy events and activities.
- Any other reasonable requested made by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



Person Specification

	Essential	Desirable
<i>Qualifications, Educational, Training</i>	Degree and teaching qualification. Recent relevant in-service training.	Post-graduate qualification.
<i>Relevant Experience</i>	Successful teaching experience including the teaching of subject to GCSE level. Contribution to the work of the subject area including involvement in course planning, development and evaluation.	Experience of responsibility within the subject or other relevant area. Evidence of a contribution to wider educational issues.
<i>Knowledge, skills, abilities</i>	Excellent classroom practitioner. Very good oral and written communication skills. Ability to exercise control in the classroom and encourage good behaviour. Ability to generate enthusiasm for the subject and for learning in general. Ability to work as part of a team. Ability to plan, organise review and adapt. Excellent ICT skills.	
<i>Leadership</i>	Ability to motivate, support and inspire trust in others. Ability to confront and resolve problems. Experience of leading initiatives beyond their own classroom.	Ability to innovate and manage change. Ability to lead initiatives across the academy.
<i>Others</i>	A passionate commitment to develop the best in young people. Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work. Personal commitment to the Academy's professional standards and code of conduct. A commitment to further training and a willingness to participate in relevant CPD. Willingness to be engaged in partnership and community activities. Commitment to the aims and ethos of the Academy. A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. Flexibility and a willingness to be involved in change. To be prepared to work flexibly outside the Academy hours. Experience of the role of form tutor.	
<i>Safeguarding</i>	Willingness to consent to apply for an enhanced disclosure DBS check. Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	

Additional Information

General Enquiries

Any general enquiries should be directed to Debra Aikenhead at debra.aikenhead@coopacademies.co.uk

Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with the Head of Department please contact Debra Aikenhead.

How to Apply

All applications must be made using the application form on our website.

The closing date for applications is 9am on Friday, 9th May 2025 and successful candidates will be invited to attend an interview during week commencing 12th May 2025.

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.

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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.



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