



Academies Trust

Alternative Curriculum Officer Candidate Pack

June 2025



Academies Trust

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





Academies Trust

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



Job Description and Person Specification

Alternative Curriculum Officer

Salary / grade range	SO2 (SCP 26-28) £31,487 - £33,068 (TTO +1)
Location	Co-op Academy Grange
Reports to	Alternative Provision Manager Deputy Headteacher – Behaviour & Attitudes

Purpose of role:

- To educate, help and support the students in the KS3 and KS4 internal provision and to ensure the provision meets all students' needs.
- To play a significant role in the safeguarding of vulnerable students in the internal provision.
- To be an active advocate and mentor for the students, helping them to achieve and secure future pathways
- To liaise with teachers, the leadership team, pastoral team and external agencies as well as students and parents for all the students in the provision
- To provide input into the referral process to the provision and take a lead with liaison with home.
- To oversee the exit procedures from the provision and plan for a smooth re- integration back into mainstream.
- To work with KS3 and KS4 students in managing and improving their behaviour and well-being
- To provide analysis of key data for the senior leadership team, so that our inclusive practice can be monitored and improved.
- To ensure a calm, consistent approach to deliver the provision and maintain high standards of behaviour.
- Support with behaviour interventions run by mentors and external agencies

Key accountabilities (and specific duties / responsibilities):

- To be a key member of the team which manages the use of the internal provision, as an integral part of the Behaviour Management system within the academy.
- To maintain appropriate standards of behaviour in the provision in accordance with academy policy.
- To maintain accurate records and update the school information management system with accurate information.
- To liaise with the Heads of Year/ Senior Leadership Team and other relevant stakeholders to trigger interventions.
- To provide input into the whole school ISM meetings to discuss the supportive provision for students, evaluate impact and establish next steps.
- To develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between students and staff.



- To complete exit interviews from the provision with students and families complete the appropriate records and communicate with staff.
- To challenge and motivate students to promote and reinforce high levels of self-esteem.
- To liaise with colleagues to ensure students in the facility are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.
- To ensure that students and parents understand the standards of behaviour required and the consequences of not meeting those standards.
- To provide information and advice to enable students to make choices about their own learning and behaviour.
- To arrange for resources to support learning and oversee the appropriate use of learning resources and ICT.
- To supervise students at breaks and lunchtimes.
- To attend relevant meetings and undertake and provide in-service training
- To work with the SENDCo to ensure that appropriate support is in place for students
- To support the whole school initiative and drive to be inclusive and reduce exclusions.
- To provide feedback on the progress of students who have been placed in the provision to relevant external agencies, staff and parents/carers.
- To carry out general administrative duties e.g. completion of standard forms, respond to routine correspondence.
- To respond to face-to-face, telephone and email enquiries with all staff and outside agencies.
- To work with the attendance team and when necessary, complete first day calls for absent students placed in the provision and liaise with the attendance team for home visits / follow up.
- To contribute to the overall ethos/work/aims of the academy.
- To appreciate and support the role of other professionals.
- To establish constructive relationships and communicate with other agencies/professionals.
- To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher or Senior Team.
- To play an active role in promoting equality and diversity.
- To promote the ethos and values of the academy.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Headteacher / Executive Headteacher.

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
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Qualifications <ul style="list-style-type: none"> • Relevant training for working with young people aged 11 – 16 • GCSE C grade or higher (or equivalent) in Maths and English. • Evidence of training and/or qualifications which reflect appropriate communication / educational skills e.g. NVQ Level 3 or equivalent. • Evidence of higher education e.g. Degree. 	D D	A A A A
Experience <ul style="list-style-type: none"> • Experience of working with young people aged 11 – 16 • Proven track record of successfully working with disaffected young people. • Experience of working in a secondary school setting. • Experience of assisting students with their learning. 		A/I A/I A/I A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • An ability to communicate effectively with teachers, students, parents and multi-agencies. • An ability to work autonomously and as part of a team. • Good organisation, time management, communication and interpersonal skills • Good research and planning skills • Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information. • The ability to liaise with and gain the confidence of all school staff. • A clear understanding of the factors which lead to educational disaffection in young people. • Knowledge and understanding of strategies to remove barriers to learning in young people. • Knowledge of the range of additional support/agencies available for students. • Good ICT skills. 	D	A/I A/I A/I A/I A/I A/I A/I A/I A/I

<ul style="list-style-type: none"> • The ability to work flexibly. • The ability to produce detailed, concise evaluative reports. 		A/I A/I
Personal Qualities <ul style="list-style-type: none"> • Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life. • The ability to find creative and imaginative solutions to problems. 		A/I A/I

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.

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.

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 in the first instance.

The closing date for applications is: **Monday 7th July 2025 at 9am.**

Interview timetable

Interviews will take place on: **Friday 11th July 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

Telephone: 01274 779662

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