



Assistant Head of English



Co-op Academy
Belle Vue

Welcome from the Head of Academy

Thank you for your interest in applying for the role of Assistant Head of English at Co-op Academy Belle Vue. As a member of our middle leadership team, this role offers an opportunity to work in close partnership with the senior leadership team to provide vision, leadership and management for the academy, and to help ensure that standards across the school are outstanding.

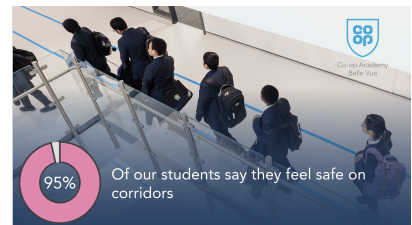
100% of staff say leaders have a clear and ambitious vision for providing high-quality education to all students. This is realised through strong, shared values, policies and practice.

Staff 'Big Voice' Survey 2023

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust. We align our culture with the trust 'ways of being' and our unique CARE principles. Our academy is:

- A cooperative community where students from different backgrounds, beliefs and cultures grow together, developing the skills and character they need to be successful beyond their time at the academy
- A community where staff work together to create an inclusive, welcoming and highly ambitious learning environment
- A community where local residents and organisations are empowered to work together for the success of all.

At Co-op Academy Belle Vue, we do things differently and better. We deliver an outstanding well rounded quality of education for our students with an entitlement of the most powerful knowledge for all. The implementation of our curriculum is securely embedded and our intent statement is consistently implemented.



Our new building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. We empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

As a member of our middle leadership, the successful candidate will have the opportunity to work closely with the Academy's sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently. As a leader, you will be dedicated to creating an environment where students feel inspired to learn, where teachers feel supported to teach, and where everyone feels invested in the success of the school.

I feel supported with my mental health and with my workload. I can have an honest conversation with all members of SLT, I feel like staff genuinely care across the board

Staff 'Big Voice' Survey 2023

The ideal candidate will be a highly successful and experienced teacher in their subject specialism, with the ability to enthuse, motivate and inspire children, generating a love for learning. We are looking for a leader who has already demonstrated excellent leadership, management and communication skills, and the ability to effectively drive forward change which ultimately impacts positively on the outcomes of students and the overall standards of the academy. Exceptional teamwork, high standards and a capacity for hard work will be at the core of your success. You will be a creative thinker with an ability and determination to develop Co-op Academy Belle Vue as a beacon of excellence in all areas, in order to secure high quality outcomes for all students.

The successful candidate will have recent experience and evidence of substantial impact on the improvement of a department in areas relevant to this role. I would highly recommend you visit the Academy prior to your application. To arrange a visit please contact heidi.whittingham@coopacademies.co.uk.

Scott Fletcher
Head of Academy

The deadline for applications is 12 noon on the 9th October 2025
Applications should be emailed to bell-recruitment@coopacademies.co.uk
Interviews will be held on the 8th December 2023. Start date September 2024.

Assistant Head of English

Salary/Grade Range:	MPS - UPS + TLR 2a
Location:	Co-op Academy Belle Vue
Reports to:	Head of English

Purpose of Role:

The post holder will be expected to support the Head of English in improving the quality of education of students in English. The post-holder will play a lead role in managing and developing the Key Stage 3 and 4 schemes of work and curriculum and their key tasks are outlined below. However, the post-holder will take on areas of responsibility and key tasks relevant to their skill set and these will be determined through the selection process.

Main (Core) Duties

- To work with the Head of English in strategic planning of provision across both Key Stages.
- Deputise for the Head of English in their absence.
- To use and analyse data to monitor progress, plan, and support intervention at Key Stage 3 and 4.
- To organise cover for absent colleagues.
- To take a lead role for aspects of the SEF and Development Plan and budgeting.
- To support the Head of English in Appraisal and assessment of Teaching and Learning.
- To manage and monitor Health and Safety within the department.
- To support strategic decisions across the department.
- To support subject staff in the development of curriculum resources.
- To assist in the implementation of department policies and procedures.
- To extend the provision of Literacy within the department.
- To raise the department profile including marketing and liaison of public events and activities.
- To liaise with year teams to track and monitor pastoral issues within the department.
- Work together with the Head of English to secure improvements in student culture, staff culture, assessment, curriculum and teaching and learning.

Teaching

- To teach students according to their educational needs, including the setting and marking of work for students in school (cover) and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching, including accredited courses.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus/specification.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.

- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's Behaviour Policy.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required following school policies.

Operational / Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department.
- To contribute to the department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole school planning activities.

Curriculum Provision

- To assist the Head of Department, to ensure that the department provides a range of teaching which complements the school's strategic objectives.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Objectives.
- To remain cognisant of changes at examination level so that teaching is appropriate to Ofqual and exam board requirements.

Staffing

- To participate in arrangements for further training and professional development.
- To continue personal development in relevant areas including subject knowledge and teaching methods at both KS3 and accredited levels.
- To engage actively in the Performance Management process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To implement modification and improvement where required.
- To review methods of teaching and schemes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information to Arbor, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communication and Liaison

- To communicate with other colleagues regarding department and student matters

- To communicate with the Pupil Premium coordinator, and the SEND team regarding vulnerable groups and their progress.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in Progress Review Meetings.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure the sharing and effective use of resources to the benefit of the school, department and the students.

Pastoral System

- Demonstrate a commitment to the protection and safeguarding of children and young people and to comply with school policies and procedures relating to safeguarding, child protection and the prevent duty.
- To be a Personal Development Tutor to an assigned group of students.
- To promote the general progress and wellbeing of individual students and of the department as a whole.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the behaviour policy so that effective learning can take place.

School Ethos

- To play a full part in the life of the academy, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To participate in the school elective programme
- To actively promote the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any reasonable additional duties as directed by the Senior Leadership Team.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Person Specification - Assistant Head of English

Note to applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Source column shows how the school will obtain the necessary information about you. If the Source column says the Application Form (A) next to an Essential Criteria or a Desirable Criteria, you must include in your application enough information to show how you meet this criteria. Include examples from your paid or voluntary work.

Criteria	Essential	Desirable	Source
Qualified Teacher Status	x		A
To enjoy working with, and for, young people as well as adults.	x		I/R
Ability to motivate, engage and enthuse learners.	x		I/R
A degree or equivalent in the subject taught.	x		A
Experience of teaching in the 11-16 sector	x		A
Knowledge of GCSE and BTEC qualifications	x		A/R
An understanding of the importance of data in relation to student progress.	x		A/I/R
Ability to assess student work accurately and precisely using criteria.	x		A/I/R
A confident and competent user of ICT, well able to use an interactive whiteboard as a teaching tool.	x		A/R
Ability to remain calm and positive, managing a workload that may be variable and unpredictable.	x		I/R
An excellent planner and organiser, able to keep accurate, precise and relevant records	x		A/I/R
Have the imagination, energy and capacity for hard work, together with an enthusiasm to take on developments and challenges.	x		A/I/R
Ability to develop provision which challenges all students and encourages success	x		A/I/R

Ability to plan work and assess which results in learners making sound and steady progress.	x		A/I/R
Willingness and ability to communicate effectively with all stakeholders.	x		A/I/R
To demonstrate awareness of the need to promote and protect Co-op Academy Belle Vue's profile and reputation	x		A/I/R
To demonstrate commitment to the professional development of self and that of the Co-op Academy Belle Vue's.	x		I/R
Have a good record of attendance	x		R
Willingness to contribute to activities outside the time-table		x	A/I/R

This post is subject to an enhanced DBS check and references.

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.

