



Co-op Academy
Grange

Academy Healthcare Coordinator Candidate Pack

January 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

Job Description and Person Specification

Academy Healthcare Coordinator

Salary / grade range	SO1 Full time - 37 hours per week Term time plus one week (40 weeks)
Location	Co-op Academy Grange
Reporting to	Assistant Headteacher - SENDCo, with dotted line to Operations Manager

Purpose of role:

To work in conjunction with the Operations Manager and SENDCo ensure the Academy effectively meets the long term and emerging medical needs of students and provides a safe environment to learn, in accordance with the Academy's statutory obligations and health and safety legislation.

Key accountabilities (and specific duties / responsibilities):

- To work closely with the Academy's SENDCo to implement agreed health interventions including administering medication to individuals as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs).
- To manage the Academy's first aider programme, ensuring a sufficient number of appropriately trained colleagues are available on a rota basis.
- To provide colleagues with specialist advice to assist them in meeting pupil health/medical needs, sharing best practice.
- To maintain the Academy's medical needs register, and support the SENDCo in the development and implementation of student individual health care plans (IHCPs).
- To support the Attendance Team with student return plans following periods of absence.
- To conduct student centred risk assessments alongside the Facilities team to ensure students needs are taken into account when on site.
- To be responsible for maintaining required first aid equipment and supplies for the Academy.
- To be the Academy's lead first aider, sharing best practice and specialist knowledge.
- To ensure the Academy Adheres to the supporting students with medical needs policy and the statutory DfE guidance on supporting students at school with medical conditions.
- Ensure that the Academy's accessibility plan is up to date and adhered to.
- To comply with all policies and procedures relating to child protection, health and safety, security and confidentiality.
- Liaison with external agencies including the integrated nursing team, healthcare professionals and the local authority.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated as 'desirable'.	How measured, e.g., application form (A), interview (I), test (T).
Qualifications <ul style="list-style-type: none">● English and Maths GCSE grade C or equivalent● Advanced first aid trained		A
Experience <ul style="list-style-type: none">● Experience of students with complex medical needs● Working in an education establishment● Health and Safety in the workplace, including risk assessment● Working collaboratively with a range of external agencies. Experience of providing intimate care or willingness to undertake training		
Skills, Ability, Knowledge <ul style="list-style-type: none">● Working knowledge of the Equality Act● Knowledge and understanding of Health and Safety requirements● Knowledge and understanding of Building Management systems		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

All applications must be submitted via the Academy website:

<https://www.grange.coopacademies.co.uk/vacancies>

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: **Tuesday 11th February 2025**

Interview timetable

Interviews will take place on: **Friday 14th February 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.
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Co-op Academy Grange,

Haycliffe Lane, Bradford, BD5 9ET

grange.coopacademies.co.uk

Telephone: 01274 779662

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