



Co-op Academy
Bebington

Pastoral Leader Candidate Pack





Welcome from the Headteacher

Thank you for your interest in the role of Pastoral leader.

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. Co-op Academy Bebington is at an exciting stage of its development, having recently been judged 'Good' in all areas by Ofsted - we are now aiming for 'Outstanding'. We became part of the Co-op Academies Trust in April 2019 and as such we are fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for our community.

We pride ourselves on delivering an ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision for students with moderate learning difficulties and we also have an extensive student support department in order to better engage students who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.

Should you wish to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. To arrange a visit, please contact stephanie.smith@coopacademies.co.uk

We are committed to improving outcomes for every student and this is encapsulated in our core professional purpose: "Shaping Exceptional Futures", which is underpinned by our 8 principles:

- Placing our students at the heart of everything we do.
- Removing the barriers to learning so that all students and staff are provided with a vision of what they can be and supported to achieve that vision.
- Embracing healthy living so that all are physically, emotionally and mentally enabled to excel and achieve their dreams.
- Respecting everyone in the whole school and local community, so that we are recognised as a family school within an extended community, which supports and cares for each other.
- Recognising and celebrating student achievement, academically, socially, physically, mentally and inclusively.
- Encouraging everyone in the school community to excel and achieve, in whatever form that may take.
- Providing our students with a spiritual vision for the future and the appropriate learning pathway.
- Being relentless in our determination for each others' success.

Best wishes,

Catherine Kelly | Headteacher

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust. By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

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

Pastoral Leader

Co-op Academy Bebington

Salary: Grade H pt 5 to 28 £35,235 to £37,938

Location: Bebington, Wirral

Start date: September 2025

Responsible to: Headteacher, under the day to day supervision of the Deputy Headteacher (Achievement & Inclusion) and the Senior Pastoral Leader

Key relationships: Senior Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community, external agencies

Working pattern: 36 hours – Term time + 5 Inset Days

Disclosure level: Enhanced – Coop Academy Bebington is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Purpose of the role

Main purpose of the job:

- The post holder will take responsibility for the pastoral welfare of a designated group of students and ensure effective communication with the families of these students, to engage them as key stakeholders in their child's educational experience.
- The Pastoral Leader will ensure all students in their care are ready for learning.

Key Accountabilities

Qualities & Knowledge / Leadership / Specific Responsibilities

Attendance and Punctuality

- Day to day responsibility for the attendance and punctuality of the year group
- Ensure that all school procedures relating to attendance and punctuality are followed
- Each week ensure all attendance and punctuality statistics are recorded, analysed and actions are taken to reach individual and group targets
- Communicate attendance and punctuality concerns to parents and carers working with them to ensure improvement
- Communicate attendance concerns to the tutor and Deputy Headteacher (Pupil Achievement & Inclusion) as appropriate.
- Liaise with the schools' Attendance team to organise support as required with external agencies and partners
- Ensure appropriate arrangements are made for students who are unwell or who have accidents during the year e.g. appropriate work sent home.

Behaviour and Rewards

- Day to day responsibility for the behaviour and rewards of the year group including implementing lesson checks, managing behaviour escalations, reporting mechanisms, detentions and exclusion processes and paperwork.
- Each week ensure all behaviour and rewards statistics are recorded, communicated to form tutors, analysed and actions are taken to reach individual and group targets
- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns
- Communicate behaviour concerns to the tutor and Deputy Headteacher (Pupil Achievement & Inclusion) and Senior Pastoral Leader as appropriate
- Present key information to the Senior Leadership Team about the year group.
- Present cases to the SEND Team where additional support is required, seeking to work in partnership with colleagues offering additional needs support
- Liaise with and organise support as require with external agencies and partners
- Collate and record work for students who are excluded or withdrawn from the school community through isolation or part time timetables.

Uniform and Equipment

- Day to day responsibility for the uniform and equipment of students in the year group including liaising with parents as appropriate
- Working with tutors and the Deputy Headteacher (Pupil achievement & inclusion) regularly monitor student planners and equipment.

Communication

- Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.

- Assist with the preparation of student reports and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home.
- Provide effective liaison with relevant outside agencies

General

- Carry out student supervision duties immediately before and after the school day, and at break and lunchtimes
- Participate in Pastoral Team meetings and other meetings relevant to the year group
- Liaise with the SEND Team
- Liaise with Progress Leaders to ensure student outcomes are at least good.
- To support Student Council and charity events
- Participate in annual reviews of performance providing clear evidence of impact
- Participate in training as appropriate
- Ensure all appropriate information and communications are disseminated to appropriate staff
- Take initial responsibility for Child Protection matters in the year group working with the designated Child Protection Lead Officer.
- Directly work and report to the Senior Pastoral Leader on a daily basis
- Working with Deputy Head Teacher (Pupil achievement & Inclusion) assist in extracurricular and enrichment activities
- Attend Parents' Evenings and assist with other Academy events.
- Take responsibility for a specified task across the year groups as agreed with the Head Teacher
- Support the Assertive Mentoring programme

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Students & Staff

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

Support the implementation of the academy's Performance Management policy.

Follow the academy's quality assurance processes.

Liaise with appropriate colleagues to ensure that individual needs of students are identified and met. Promote an inclusive environment and support the development of strategies to improve attendance.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

Take advice on establishing priorities for expenditure and the cost-effective use of resources.

Work within the academy's Quality Assurance framework.

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.

Person Specification

Pastoral Leader

Co-op Academy Bebington

App – Application form

SP – Selection process (which could include a range of exercises, including an interview)

Ref - Reference

| | Essential / Desirable | How identified |
|---|---|--|
| Qualifications and Experience <ul style="list-style-type: none"> GCSE or equivalent including Mathematics and English at Grade C or above. GCE Advanced level or equivalent qualification. Evidence of CPD Good Honours degree Post Graduate/equivalent teaching qualification Evidence of recent management experience with young people. Ability to find solutions to complex problems. Experience in Co-educational schools Behaviour management | E E D D D E E D D | App App App/SP App App App/SP/Ref App/SP App App |
| Qualities and knowledge / leadership <ul style="list-style-type: none"> Ability or potential to use and interpret data. Ability to relate to young people but also have a quiet, calm assertive manner. Ability to find solutions to complex problems. Understanding of the use and analysis of data | E E E D | App/Ref Ref/SP |
| Personal qualities and attributes <ul style="list-style-type: none"> Excellent relationships with students. Ability to relate to teachers, other professionals, parents and students. Ability to work as a member of a team and work on their own initiative. Ability to relate to and promote the ethos of the school. Willingness to undertake training as required. Excellent attendance and punctuality. First aid certificate (or training availability) Enhanced DBS Inclusive ethos Student centres ethos | E E E E E E E D D | Ref/SP Ref Ref/SP App/Ref/SP Ref App |

Role would ideally suit someone who is:

- Passionate about delivering the best possible outcomes for the academy's learners and its community
 - Genuinely interested in helping teachers to teach better and for students to gain a lifelong love of learning
 - An effective team leader
 - Interested in and sympathetic towards co-operative values and co-operative education
 - Able to champion the needs of the community
 - Interested in developing professional expertise with other trust academies in the area
 - Able to build strong networks
 - Totally committed to creating the best possible opportunities for students
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How to apply

All applications must be made using the Trust's application form or using the link below.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact stephanie.smith@coopacademies.co.uk

<https://co-opacademiestrust.face-ed.co.uk/Emp/Campaign/View/17437>

Closing Date for applications: 27th June 2025

Interview timetable

Interviews will take place on: Week commencing 30/06/2025

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 Academies Trust

One Angel Square; Manchester; M60 0AG

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.

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, and the Ways of Being Co-op.