



Co-op Academy  
Southfield

# Colleague Wellbeing Manager

## Candidate Pack

# Welcome

Dear Applicant,

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

Co-op Academy Southfield is an inspiring place to work and learn, as part of the Co-op Academies Trust, Southfield aims to secure excellence in all aspects of its work. It is one of thirty seven schools in the Trust, and one of three Special Schools. All schools in the Trust demonstrate a strong commitment to cooperative values and principles. It is therefore vital that applicants are willing to fully embrace these, embedding them into the learning experiences for students and use them to drive up academic standards further. The Trust is a successful and highly collaborative partnership of schools committed to raising the educational ambitions of the communities it serves.

Our academy offers an outstanding, inclusive and inspirational learning experience for pupils aged 11-19 with a wide range of complex educational and medical needs. The academy is designated for up to 360 pupils and students with Severe Learning Difficulties, Profound and Multiple Learning Difficulties and Autistic Spectrum Disorder.

We are seeking to appoint a Colleague Wellbeing Manager on a fixed term basis to commence as soon as possible. For this role, we require our Colleague Wellbeing Manager to work 29.50 hours per week, term time only plus 1 week (Monday 9.00am to 4.15pm, Tuesday to Friday 9.00am to 3.15pm).

Formal training will be provided where necessary in safeguarding, PREVENT, safer working practices and GDPR.

For further detailed information please refer to the Job Description and Person Specification in the following pages.

Interested in the role?

Should you have any questions in regards to this role, or would like an informal discussion with the Academy, and/or would like to arrange a visit, please contact Marie Harper (Staff Development Manager) in the first instance via email on [marie.harper@coopacademies.co.uk](mailto:marie.harper@coopacademies.co.uk)

Completed applications should be submitted via the recruitment portal <https://co-opacademiestrust.face-ed.co.uk/Vacancies>

Best wishes,

Victoria Clough | Head of School

# 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

Salary / grade range	SCP 26 – 28 £36, 124 - £37, 938 Pro-Rata / Actual: £25, 317 - £26, 587
Location	Co-op Academy Southfield
Reports to	Staff Development Manager

## Purpose of role:

Working alongside the Headteacher, SLT and The Human Resources to enable The Co-op Trust's Supporting Attendance Policy to be effectively implemented. The Trust is committed to promoting the health, safety and wellbeing of its entire staff and will support colleagues who may have health difficulties.

The postholder will be responsible for ensuring a whole school approach to attendance. So that all colleagues are supported, throughout Co-op Academy Southfield, to have the lowest possible levels of absence and will work closely with the senior leadership team to act as their representative in meetings. The post holder will liaise closely with them and with colleagues in Human Resources to ensure effective implementation of the policy.

## Key accountabilities (and specific duties / responsibilities):

To support the Headteacher and SLT in ensuring that the Supporting Attendance at work policy is fully implemented; that all colleagues who have been absent are supported back into the workplace by a return to work interview taking place; in collaboration with SLT and Human Resources act as the designated manager to ensure that that action/monitoring and meetings are completed in appropriate timescales.

The postholder will work collaboratively with key partners to support improvements in attendance and improve staff wellbeing using proactive strategies.

### Core Tasks

- Act on behalf of Co-op Academy Southfield in attendance management meetings in collaboration with Human Resources
- Liaise closely with SLT to ensure that they represent them effectively in meetings
- Communicate effectively with SLT, hold discussions with SLT so that they remain aware of and involved in any actions
- Treat colleagues fairly and with respect
- Use positive strategies to support improvement in attendance
- Support the Academy's aim to secure a mentally healthy workforce

### Associated responsibilities:

- Ensuring that accurate records of activities are maintained;
- Carrying out audits, keeping records and using data to review the impact and effectiveness of the work undertaken summarising these findings to the SLT, Headteacher and ADG
- Assisting Human Resources in monitoring the effectiveness of implemented strategies

### General

- Support the Co-op Academies Trust's overall vision, values and the guiding principles of the Trust, by modelling the Ways of Being Co-op in daily workplace interactions with colleagues, students and parents.
- Adhere to the academy's policies and work to agreed standards of performance.
- Attend and participate in training events both for personal CPD and to support the wider staff's

development.

- Participate in project teams, including undertaking school improvement project work as required.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable request as and when required.
- Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities.
- As pupil needs change, roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured: Application form (A) Interview (I) Written task (W)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good level of numeracy &amp; literacy (GCSE English &amp; Maths)</li> <li>• Degree level qualification in relevant subject area, or equivalent knowledge and experience</li> <li>• This post requires an enhanced DBS disclosure</li> </ul>	Essential	A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Ability to build effective relationships with staff and to maintain managerial responsibilities in this area in support of the relevant SLT member.</li> <li>• Ability to manage relationships in a complex campus setting</li> <li>• Able to give examples of supporting colleagues through attendance management processes</li> <li>• Ability to demonstrate compliance with HR processes</li> <li>• Ability to demonstrate experience of acting in a self-directed way whilst ensuring adherence to policy and communicating effectively with stakeholders</li> <li>• Experience of a similar role</li> </ul>	Desirable	I I W A I A
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Ability to synthesise information and provide analysis to support leaders making difficult decisions</li> <li>• Effective self-organisation skills and the ability to organise the work</li> <li>• Knowledge of how to use data to monitor outcomes in key areas of focus</li> <li>• Excellent communication skills</li> <li>• Ability to prioritise and manage workload against key outcomes and in a pressurised environment</li> <li>• Ability to deal with sensitive issues in a supportive and effective manner, maintaining confidentiality at all times</li> </ul>	Desirable	A A W I A A
<b>Systems and processes</b> <ul style="list-style-type: none"> <li>• Experience of working collaboratively in partnership</li> </ul>	Desirable	A

<ul style="list-style-type: none"> <li>with senior managers within a school environment</li> <li>• Able to plan and allocate work effectively</li> <li>• Knowledge of Co-op Trust policy and leadership handbook</li> <li>• Keeping children safe in Education</li> </ul>		A I I
---	--	-------------

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.

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. Appointment to this post is subject to an enhanced DBS disclosure and pre-employment checks.

## Role would ideally suit someone who is:

- Committed to following policy and providing feedback to colleagues in a supportive way
- Supportive, non-judgemental, positive and flexible
- A confident, highly motivated and efficient individual who has a flexible approach to their work
- Interested in and sympathetic towards co-operative values and co-operative education
- Committed to creating the best possible opportunities for staff

## How to apply

To apply please complete the application form on the recruitment portal on <https://co-opacademiestrust.face-ed.co.uk/Vacancies> All completed applications should be submitted via this method.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Marie Harper - Staff Development Manager - on [marie.harper@coopacademies.co.uk](mailto:marie.harper@coopacademies.co.uk)

The closing date for applications is: 12pm 16 February 2025

## Interview timetable

Interviews will take place on: week commencing 3 March 2025

Shortlisting communications will be sent to candidates from our Academy recruitment email [sthf-recruit@coopacademies.co.uk](mailto:sthf-recruit@coopacademies.co.uk)

*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.*

## 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;
- Local government pension scheme and recognised continuous service;
- Co-operative flexible benefits, including cycle to work and 30% Co-op discount and 10% from non-branded products. Discount on Co-op services (insurance & legal)
- Season ticket and rental deposit loans
- Free flu vaccine and eye tests
- Free access to our 'Health Assured' a confidential 24/7 Employee Assistance Programme;
- Access to Wisdom - our Health & Wellbeing app to support your well being on the go
- 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 Southfield, Haycliffe Lane, Bradford, BD5 9ET

[southfield.coopacademies.co.uk](http://southfield.coopacademies.co.uk)

Telephone: 01274 779662

*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.*