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Application Pack

Vice Principal

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# Welcome from the Principal

Dear candidate

Thank you for your interest in the role of Vice Principal (Quality of Education - Curriculum) at Co-op Academy Walkden.

Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West.

We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our most recent Ofsted inspection (May 2023), where we were graded ‘Good’ in all areas.

Due to the promotion of the current post holder, we are looking to recruit an exceptional senior leader to secure the further development of a first class curriculum that engages, enthuses and prepares our students well for their future success. The successful candidate will be fully supported by a committed and passionate Senior Leadership Team, Governing Body and the Co-op Academies Trust.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and ‘Ways of Being’.

We are looking for a talented and dedicated individual who can build on our current success and support our ambitious vision for the future.

We pride ourselves on delivering a broad and ambitious curriculum for all children, especially those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging.

Should you choose 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. If you would like to visit, please contact Mrs Nicola Taylor, Principal’s PA at [nicola.taylor@coopacademies.co.uk](mailto:nicola.taylor@coopacademies.co.uk) to arrange.

With best wishes

Matt Hacker

Principal

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## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives 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 Advertisement

**Vice Principal**

| **Salary: Leadership scale L21 - L25**  **(£81,441 - £89,830)**  Contract: Permanent  **Hours:** Full Time  Start date: April 2025  **Benefits include:**   * Teachers Pension * Co-op staff discount * Co-op flexible benefits, including cycle to work scheme * Co-operative credit union * Discounted gym membership & leisure activities   **Closing Date: End of day, Monday 20th January 2025**  Interviews will be taking place on Tuesday 28th and Wednesday 29th January 2025  **All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information**  **For further information please email:** [**walkden.recruitment@coopacademies.co.uk**](mailto:walkden.recruitment@coopacademies.co.uk) | Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.  For more information about the Trust and other vacancies please visit our website [coopacademies.co.uk](http://coopacademies.co.uk)  We are seeking an exceptional and committed leader to join us in shaping the future success of our Academy as Vice Principal, from April 2025.  Joining our committed and passionate Senior Leadership Team, we need a Vice Principal who understands the pivotal role they will play in our Academy’s improvement agenda, driving the development of our curriculum in the broadest sense, to deliver a knowledge-rich, sequential learning experience for all our students. We want a Vice Principal who is passionate about children and learning, an inspirational teacher, with experience of leading whole-school priorities.  Co-op Academies Trust is 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. |
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# Job Description

**Job Title: Vice Principal - Quality of Education (Curriculum)**

**Directly responsible to: The Principal**

**Salary: Leadership Scale L21 - L25**

**Start date: April 2025**

The Role:

The Vice Principal will be responsible for the leadership and management of the curriculum.

They will be responsible for curriculum planning and development, strategic oversight of the timetable, together with oversight of relevant management information systems and examinations. As a key member of the senior leadership team they will deputise for the Principal and be responsible for the overall leadership and management of the academy; ensuring all staff work according to the academy values to secure the highest possible standards and outcomes for all our students.

**Key responsibilities**

* Support the Principal in ensuring that the overall quality of education is outstanding
* Assist the Principal in translating the vision for the Academy into agreed objectives with operational and business plans
* Leadership and management of curriculum development, planning and provision, including the options process in Year 9.
* Leadership of the curriculum middle leadership team (Heads of Department)
* Oversight of the timetable such that staffing and curriculum are maximised
* To work effectively as a member of the senior leadership team to ensure excellent leadership and management of the academy
* To promote the overall ethos and values of the Academy
* Line management of specific curriculum leaders
* Take an active role in recruitment of new staff as the need arises
* Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day to day running of the academy.
* Lead and manage all of the qualifications, examinations provision and associated statutory requirements
* Line management of the Examinations Officer
* To delivery any strategic and operational activity as deemed suitable by the Principal or Trust.

Outcomes and activities

* Support the Principal in creating strong leadership priorities and collaborative ways of working with all stakeholders including the Trust and wider community
* Hold staff accountable for their professional conduct and practice
* A detailed understanding of national inspection frameworks in relation to progress and attainment
* A detailed understanding of national performance measures and how curriculum and assessment impact on these outcomes
* Be a role model for others, demonstrating outstanding teaching and establishing high standards in achievement and discipline

Lead the formulation and analysis of the curriculum and the consequent production of the timetable,including;

* To continually monitor the curriculum to ensure it is relevant to students’ needs, meets appropriate national accreditation and delivers outstanding progress and attainment
* To make recommendations to the senior leadership team and Governors on the development of the curriculum including an analysis of required resources and staffing
* To ensure that the construction of the timetable and its communication to all relevant individuals is managed efficiently and on time
* The maintenance of the timetable and all associated processes and procedures throughout the year
* The development of the curriculum across the Academy and the interconnected webs that it presents
* Advising colleagues on a coordinated approach to curriculum sequencing and design in their areas
* Keeping abreast of national curriculum and qualifications developments and requirements

Support the Academy Improvement Process including;

* To be responsible for the writing and delivery of relevant sections of the Academy Improvement Plan and self evaluation processes
* Hold Middle Leaders to account for progress and achievement of all students
* To ensure that the Academy’s target setting is suitably ambitious and clearly understood by all stakeholders
* Versatility and flexibility of own leadership style. To be aware of different management styles and in which circumstances it is appropriate to adopt an alternative approach
* Strong interpersonal, written and oral communication skills
* Strong organisational skills:

The ability to delegate

The use of effective time management

The ability to prioritise

* Resilience and motivation to lead the Academy through day-to-day challenges whilst maintaining a clear strategic vision, staying positive, and focusing on key priorities
* Genuine passion and belief in the potential of every student
* The ability to demonstrate unconditional positive regard towards young people
* Strategic thinking and the potential to adopt an entrepreneurial approach to the role
* An educational vision aligned with the Academy’s high aspirations and high expectations of themselves and others
* Confident and effective presentational skills during public speaking
* Deliver excellent assemblies and open evenings / parents’ evenings
* Skilful management and maintenance of working relationships with parents and other stakeholders
* Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of under performance
* Up to date knowledge of curriculum and qualification changes at national level and detailed understanding of performance measures

“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”

We very much regret that we are only able to inform shortlisted candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion.

Given the rapid rate of change in education and our ambitions for continued improvement at the Academy, from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working efficiently as possible. All members of the leadership team have a range of other responsibilities from year to year.

Person Specification

| Attributes | Relevant Criteria | Essential/Desirable |
| --- | --- | --- |
| Qualifications | Qualified Teacher Status | E |
| Permitted to work in the UK | E |
| Evidence of relevant CPD | E |
| General Experience of: | Working at senior leadership level | E |
| Having significantly contributed to the work of an SLT which has resulted in the success of the wider school | E |
| Delivering staff training and promoting professional development of other teachers | E |
| IT software packages which support all aspects of student monitoring and timetable construction, including Microsoft Excel / Google Suite etc | E |
| Using SISRA or equivalent to monitor student progress and outcomes | E |
| The line management of others / holding others to account | E |
| Translating current educational thinking into workable, operational plans. | E |
| Leading a team | E |
| Interpreting data effectively and using it to identify areas for development | E |
| Leading intervention programmes at a department / year group / whole school level that have had a proven and sustained impact on attainment | E |
| Curriculum Development - Experience of: | Experience of planning a curriculum which challenges learners and meets their needs | E |
| Conducting reviews of subject performance with subsequent action plans and curriculum reviews | E |
| Supporting others in the specific areas of data, curriculum development and assessment | E |
| Commitment to relevant continuing professional development for both themselves and others | E |
| Experience of timetable construction | D |
| Leadership and management - The ability to demonstrate: | An effective, inclusive and cooperative leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile | E |
| The ability to motivate and inspire students, staff and parents | E |
| Knowledge and understanding of relevant legislation and guidance and an ability to ensure they are implemented effectively | E |

**What makes our Academy amazing?**

**Students:**

• are engaged, very capable and want to learn

• create a welcoming atmosphere

• have amazingly supportive parents

• experience a broad range of visits and trips with many overseas

• participate in a vast array of expressive and creative arts shows and exhibitions

• complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

**Staff enjoy:**

• working with brilliant students who want to achieve well and aim high

• state of the art facilities

• national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op

• high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies

• a fantastic employee benefits package that includes discounts on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products

• a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status

• secure on site parking

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# Safeguarding Children and Young People

We are 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 Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

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## Interview Process after the closing date:

Shortlisting will be conducted by a panel, who will match your skills / experience against the criteria in the person specification. You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

Completed applications should be submitted to Lisa Cooper, HR by the end of Monday 20th January 2025.

Shortlisted candidates will be invited for interview via email by the end of Thursday 23rd January 2025.

Interviews will be taking place, in the Academy on Tuesday 28th and Wednesday 29th January 2025

All candidates invited to interview must bring the following documents:

∙ Documentary evidence of right to work in the UK

∙ Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate

∙ Documentary proof of current name and address (i.e. utility bill, financial statement.

∙ Where appropriate any documentation evidencing a change of name

∙ Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

∙ Motivation to work with children and young people

∙ Ability to form and maintain appropriate relationships and personal boundaries with children and young people

∙ Emotional resilience in working with challenging behaviours

∙ Attitudes to use of authority and maintaining discipline

**Conditional Offer & Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

∙ Verification of right to work in the UK

∙ Receipt of at least two satisfactory references (if these have not already been received)

∙ Verification of identity and qualifications

∙ Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check

∙ Satisfactory Disclosure and Barring check

∙ Verification of professional status such as QTS Status, NPQH (where required)

∙ Satisfactory completion of a Health Assessment

∙ Satisfactory completion of the probationary period

# How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily into Manchester City centre.

**Location:**

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

