



Co-op Academy
Grange

EAL HLTA

Candidate Pack

July 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

EAL Higher Level Teaching Assistant

Salary / grade range	Grade 8 NJC 17-22 - £25,970 - £28,211 (actual salary)
Location	Co-op Academy Grange
Reports to	Associate Senior Leader - Communications

Purpose of role:

To work within the EAL Team to support students in achieving ambitious educational outcomes by developing their English language skills.

Key accountabilities (and specific duties / responsibilities):

Teaching and Learning

To support and complement the work of teachers by:

- To work under the direction of the teacher to plan lessons & interventions
- To work under the direction of the teacher to prepare resources for the lessons such as differentiated worksheets & for EAL interventions and induction
- To administer and mark tests and undertake exam invigilation
- Assessing, recording and reporting (including verbal feedback and meetings with parents) on pupil progress and attainment
- Planning collaboratively with a teacher, intervention strategies and targets for improvement
- To deliver sessions to new EAL students as part of the EAL Induction programme
- To deliver learning activities to pupils, either in one-to-one, small group or whole class activities – within an agreed system of supervision. On occasion, whole lessons may be required.
- To contribute to the teaching and learning of target EAL students within EAL and across the school
- To help to plan and prepare appropriate teaching resources to meet the needs of the full ability range, including liaison with SENCO and EAL Coordinator as appropriate
- Using technology to develop & deliver learning activities to support the personalisation agenda
- To encourage students to work independently when appropriate to develop greater self-confidence and independence
- To be responsible for EAL assessment recording systems.
- To contribute to the marking and assessment of internal examinations and tests and exam invigilation
- To take an active part in extended curriculum events or activities
- To apply Academy policies in relation to rewards and sanctions

Intervention

- To help develop and promote strategies across the school to raise achievement of EAL students.
- To assist in the identification of intervention groups.
- To work either as part of class or lead groups of students for intervention purposes.
- To monitor the progress of those students for whom the postholder is responsible.
- To promote and assist with, or lead after Academy study support sessions for students.
- To mentor individuals or groups of students as requested.

- To liaise with relevant staff regarding under-achieving students and make contact with parents as appropriate.
- To be responsible for intervention assessment, recording & reporting.

Cover support

- To cover part or all of a teacher's lesson to enable a planned learning walk or other developmental activity to take place.
- To provide short notice emergency cover, or cover to allow a planned activity to take place
- To support the EAL Coordinator in the planning and preparation of materials in the case of an absent colleague within the department where no work has been set.

Working with Colleagues

- To help guide and support the work of any teaching assistants attached to the department.
- To liaise with HLTAs across the Academy to share good practice.

General

- To support with the admission of new EAL students eg. attending admissions meetings
- To support communication & relationships with parents
- To act as a coach/mentor to a group of students
- To contribute to the smooth operation of the Academy through the duty system

Health and Safety

- First Aider (training will be provided)
- 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
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

Continuing Professional Development

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

This job description will be reviewed as appropriate 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 Academy in relation to the post holder's professional responsibilities and duties.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Level 2 qualification in Maths and English at grade C or equivalent. • A relevant Level 3 qualification. • A relevant degree level qualification • Higher Level Teaching Assistant qualification 	Desirable Desirable	

Experience <ul style="list-style-type: none"> • Experience of working with young people • Working within an educational environment • Leading groups or teams 	Desirable	
Skills, Ability, Knowledge <ul style="list-style-type: none"> • General understanding of secondary education • Understanding of relevant policies/codes of practice and awareness of relevant legislation • Excellent organisational & administrative skills • Excellent oral and written communication skills • Able to build relationships with young people and adults • Excellent ICT skills • Accuracy and attention to detail • Commitment to the safeguarding of children and young people. • Understanding of National Curriculum • Understanding classroom roles and responsibilities and your own position within these • Understanding of how children learn • Understanding of the challenges faced by students with English as a second language 	Desirable Desirable Desirable Desirable	
Personal Qualities <ul style="list-style-type: none"> • Flexible and adaptable • Ability to cope with stressful situations • Able to use initiative • Good team member • Ability to set and maintain standards as a role model for students • Willingness to participate in the wider life of the school • A commitment to personal professional development 		

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.

[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

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 1st July 2025 at 9am.**

Interview timetable

Interviews will take place on: **Monday 7th July 2025**

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;
 - 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 Academy Grange,

Haycliffe Lane, Bradford, BD5 9ET

grange.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.