



Academies Trust



Ernest Cookson

Head of School

Candidate Pack

Welcome

Dear Applicant,

Thank you for your interest in Ernest Cookson and Co-op Academies Trust.

Following successful transfer on July 1st, Ernest Cookson is set to become the latest school to join our successful network of academies. Made up of 38 schools, our Trust is dedicated to raising educational ambitions within the communities we serve.

Ernest Cookson will offer an exceptional and inspiring learning environment for pupils aged 5 to 11. With provision for up to 70 children with social, emotional and mental health needs, we are committed to making Ernest Cookson a truly inspiring place to work and learn, where every pupil receives personalised support within a caring, inclusive and nurturing setting.

We are seeking to appoint an exceptional Head of School to work with our Executive Headteacher; someone who will promote a culture of excellence by providing leadership capacity to enhance the strategic direction, vision and operational management at Ernest Cookson.

Providing specialist expertise and highly visible leadership, our ideal candidate will contribute in securing and driving forward the educational experience for our students and present as an outward facing professional within the academy. You will ensure that vision and priorities are clearly articulated, shared and translated into agreed objectives and operational plans which permeate all aspects of academy life to promote and sustain school improvement.

All schools within our Trust share a strong commitment to co-operative values and principles. It is therefore vital that applicants fully embrace these values, embedding them into the student learning experience and using them to drive continuous improvement in academic standards.

We welcome applications from individuals with senior leadership experience in a special school or alternative provision setting who are ready to take the next step in their career. If you're a committed educationalist with a strong grasp of school improvement and a belief in the power of co-operation to achieve great things, we'd love to hear from you.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact **Ian Berryman, Executive Headteacher** via ian.berryman@coopacademies.co.uk.

Completed applications should be submitted via co-opacademiestrust.face-ed.co.uk/vacancies

Best wishes,

Ian Berryman | Executive Headteacher

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in Ernest Cookson and our Trust.

Co-op Academies Trust is a multi-academy trust operating across four regional hubs: Greater Manchester; West Yorkshire; Staffordshire and Merseyside. We currently have 38 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.

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. 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.

We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Good luck with your application and thank you for considering Ernest Cookson 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

The Application Process

Closing date for applications: Friday 2nd May 2025

Interviews: Interviews will be held on **16 May 2025**

How to apply

All applications must be submitted via co-opacademiestrust.face-ed.co.uk/vacancies

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Ian Berryman - Executive Headteacher on ian.berryman@coopacademies.co.uk



Job Description

Head of School

Ernest Cookson

Salary: Leadership L13 to 17 plus significant additional benefits

Contract: Permanent

Location: Liverpool, Merseyside

Start date: September 2025

Purpose of the role

In partnership with the Executive Headteacher, lead and develop Ernest Cookson fulfilling the role of the Headteacher in accordance with the Headteacher Standards.

In line with the co-operative values and principles, give every student the highest quality education and to ensure the highest possible standards of academic achievement and personal development.

To engage all staff in school improvement so that progress is made towards the goals of 'excellence and expertise' in special school and inclusive education.

Reports to: Executive Headteacher

Key Accountabilities

Qualities & Knowledge / Leadership

- Lead by example with integrity, creativity, resilience, and clarity, drawing on their own scholarship, expertise and skills, and that of those around them.
- Hold and articulate clear values and moral purpose, focused on providing a world-class education.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents/carers, governors, members of the local community and the Trust.
- Sustain wide, current knowledge and understanding of education, special educational needs and school systems, and regularly review own practice and pursue continuous professional development.
- Communicate compellingly the academy's vision, so that it is understood and acted on effectively by all; motivate and work with others to empower all pupils and staff to excel.
- Work with the Executive Headteacher and the whole academy community to translate the vision into evidence-based academy development plans and objectives, and to ensure their successful completion.
- Demonstrate a passionate commitment to the Trust, the academy, its students, staff and community.
- Knowledge of or experience of working in diverse communities.
- Further strengthen the co-operative working that exists between the Trust's academies in the city and beyond.
- Support practices enhancing provision across the CAT network.



Key Accountabilities

Students & Staff

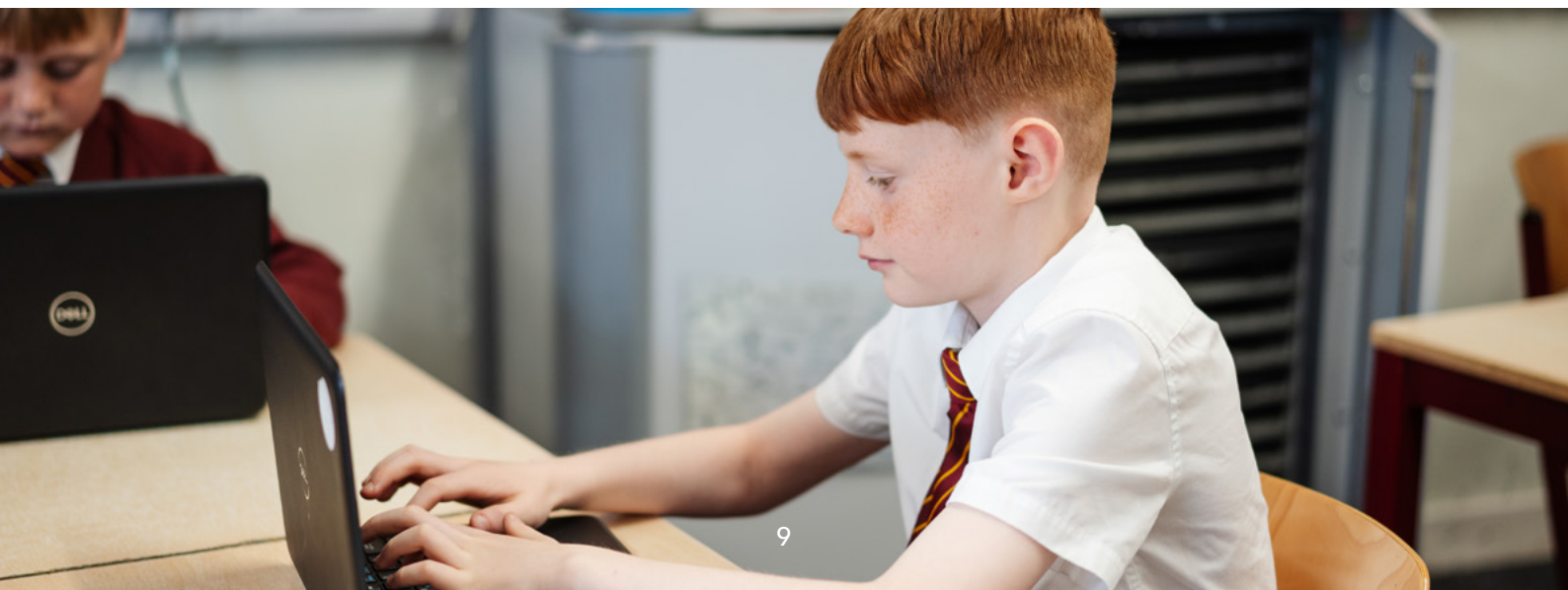
- In conjunction with the Executive Headteacher, lead a creative, responsive and effective learning environment which sets high expectations and challenging targets to ensure a continuous and consistent academy-wide focus on progress and achievement.
- Lead and development assigned curriculum, pastoral and other areas of the academy to ensure that provision is of the highest quality and meets the needs of children.
- Be the academy Designated Safeguarding Lead / DDSL / Designated LAC Lead as required.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design; lead in the development of teaching and learning to secure excellent teaching across the school; act as a good role model to all staff within the school and reflect a high level of professional teaching standards.
- Work collaboratively with other Co-op Academies Trust academies to build the community of academies and share and develop good educational development strategies and practice, establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between academies.
- Motivate and support all staff to develop their own skills and subject knowledge, and to support each other; monitor, evaluate and review classroom practice, and analyse and interpret school data, to inform and manage improvement strategies.
- Ensure that staff roles and accountabilities are clearly defined and understood, and hold all staff to account for their professional conduct and practice.



Key Accountabilities

Systems & Processes

- Work with the Executive Headteacher to ensure that the academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity, and that functions carried out by the academy are discharged with due regard to relevant statutory legislation, including that relating to health & safety, data protection and safeguarding.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society; ensure that the child protection policies and procedures adopted by the trust and academy governing council are fully implemented and followed by all staff, and that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.
- In conjunction with the Executive Headteacher, establish rigorous, fair and transparent systems and measures for managing staff, including recruitment, induction, coaching & development, managing performance & attendance, communication, motivation and retention.
- Welcome strong governance and work with the Regional Director and academy community council to enable them to deliver their functions effectively.
- Support the Executive Headteacher in exercising strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and each academy's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Recruit, retain and deploy staff appropriately; maintain effective strategies and procedures for staff induction and professional development.
- Monitor, evaluate and review classroom practice to embed improvement strategies and consistently and systematically raise the quality of teaching. Use the performance management system to challenge and develop staff and, where required, tackle staff underperformance.



Key Accountabilities

The self-improving school system

- Inspire and influence others - within and beyond the academy - to believe in the fundamental importance of education in young people's lives and to promote the value of education; create and maintain partnerships with parents /carers to support and improve pupils' achievement and personal development.
- Work with the Executive Headteacher to create an outward-facing academy which works with other schools and organisations in a climate of mutual challenge, developing effective relationships with fellow professionals and colleagues in other public services, and working to ensure learning experiences and opportunities for pupils are integrated into the wider community.
- Ensure that the academy plays an active role in its community, to maximise the potential of the academy site and build the reputation of the academy and the Trust within the community.
- Grow partnerships with parents and carers to support and improve student achievement and personal development.
- Create and promote positive strategies for challenging racial, religious and other prejudice.
- Maximise the potential of the academy site to provide stimulating learning environments and community facilities, and develop a vision to improve premises through consultation with stakeholders.
- Provide high quality training and professional development for all staff.
- Variety of strategies to promote school improvement and challenge themselves.



Key Accountabilities

Core Duties

- To work alongside the Executive Headteacher and the Academy Community Council to provide vision, purpose and leadership for the school.
- To secure highly effective teaching and successful learning and achievement by all pupils.
- Lead and development assigned curriculum, pastoral and other areas of the academy to ensure that provision is of the highest quality and meets the needs of children.
- To systematically monitor the progress of all cohorts and to ensure that aspirational targets are set for every student's learning and progress.
- Lead and development assigned curriculum, pastoral and other areas of the academy to ensure that provision is of the highest quality and meets the needs of children.
- Be the academy Designated Safeguarding Lead / DDSL / Designated LAC Lead as required
- To promote a school ethos and management culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Supporting the Executive Headteacher to lead the academy leadership team in contributing to the Trust's 3 year Strategic Vision; supporting the development of the annual School Review and lead the Academy Development Plan process which identifies appropriate priorities and targets for ensuring that pupils are kept safe, well cared-for, make good progress and have fun learning.



Key Accountabilities

- To carry out daily line management of the SLT and implement Performance and Professional Development Review systems across the school, with the purpose of developing a culture of expertise within the staff team.
- Support the Executive Headteacher and Regional Director, to lead the school through trust and partnership reviews and prepare for Ofsted inspections.
- To communicate effectively with parents, pupils, staff and other key partners of the school, so that positive relationships are maintained and created.
- Support and contribute towards the monitoring and implementation of the school's budget as agreed with the Executive Headteacher.
- To support the management, finance and administration of the school by working productively with all Finance and Operations colleagues in the academy and within the Trust.
- In partnership with the Executive Headteacher, to lead the recruitment and retention of staff to Ernest Cookson.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document
- To monitor, evaluate, analyse and review the effectiveness of the school's procedures, practices and priorities, taking into account the Co-op Academy Trust's lead role in developing new policy and setting the policy agenda.
- To model the personal performance expected of all those who hold leadership positions within the school by being positive, optimistic, respectful, courteous, transparent and demonstrating integrity at all times.
- To comply with any reasonable request from the Executive Headteacher or Regional Director to undertake work of a similar level not specified in this job description, on behalf of the Ernest Cookson.
- To have due regard for the Headteachers' Standards (2020), and to seek to develop the characteristics set out in each of the domains through continuous professional development.

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.

Person Specification

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 First degree or Certificate of Education, or equivalent management qualification Qualified teacher status NPQ qualification at Middle or Senior Leadership level	D	A A A
Experience Experience of senior leadership in a special school or mainstream school SEND context Proven track record of implementing school improvement plans including across a key stage/ aspect of learning, identifying the priorities and evaluating the impact to secure improvement Ability to work with and motivate teams and individuals to implement changes across the school Experience of managing a budget effectively Experience of recruiting, retaining and successfully line managing staff in line with Trust policies, including the effective allocation of work Experience of implementing changes to staffing structures	D D D	A,I,T A,I,T A,I,T A,I,T A,I,T A,I,T
Skills, Ability, Knowledge In-depth and up-to-date knowledge of special school education and approaches Ability to influence & build effective relationships with a wide range of stakeholders including staff, parents/ carers members of the Academy Community Council Able to give examples of regularly reviewing own practice and pursuing continuous professional development Working knowledge of Health & Safety regulations within a school setting Ability to make and implement difficult decisions Ability to role model the Teachers Standards	D D D	A,I,T A,I,T A,I,T A,I,T A,I,T A,I,T

Person Specification

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Skills, Ability, Knowledge (continued) Knowledge of how to use data to monitor pupil progress in a specialist context Knowledge of assessment tools to monitor teaching and learning in a special school Ability to identify effective interventions to ensure pupils maintain good progress Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback		A,I,T A,I,T A,I,T A,I,T
Personal Qualities Identifies with the Sponsor, and is keen to maximise the opportunities that sponsorship presents Excellent communicator & communicates with clarity, self-awareness & social perception Belief in a child centred approach Approachable and enjoys being highly visible to children and parents Self-motivated and able to motivate others Enjoys challenge Able to work to and meet deadlines Excellent problem solving/analytical skills Self-aware, with understanding of own strengths and limitations	D	A,I,T I,T A,I,T I,T I,T A,I,T I,T I,T I,T

Job Description

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.

Committed to creating the best possible opportunities for students.

What we offer:

Excellent opportunities for personal and career development within 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 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.



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