



Co-op Academy
Leeds



Candidate Pack
Vice Principal – Behaviour and
Attitudes, Personal
Development

Welcome

Dear applicant

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

Co-op Academy Leeds is an inspiring place to work and learn and as part of the Co-op Academies Trust, aims to secure excellence in all aspects of its work. It is one of twenty-seven schools in the Trust, five of which are schools within the East Leeds locality. Whilst all schools in the Trust demonstrate a strong commitment to cooperative values and principles, the close proximity of the academies in East Leeds in particular has helped to facilitate cooperation across both the primary and secondary phase and reinforce our belief that these values and principles are crucially important. It is therefore vital that applicants are willing to fully embrace these, embedding them into the learning experiences for students and using 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 which it serves.

Following a review of the leadership structure at Co-op Academy Leeds, we are seeking to appoint an exceptional Vice Principal; someone who, alongside the Executive Headteacher and Head of School, will promote a culture of excellence by providing leadership capacity to enhance the strategic direction, vision and operational management at Co-op Academy Leeds. Providing specialist expertise and highly visible leadership, our ideal candidate will contribute in securing and driving forward the educational experience and will present as an outward facing professional within the academy, ensuring that the vision and priorities are clearly articulated, shared and translated into agreed objectives and operational plans which permeate all aspects of academy life and promote and sustain school improvement.

We would welcome applications from existing Vice Principals wanting to further their career in a diverse and large secondary academy supported by a highly regarded Trust, as well as those from talented and ambitious Assistant Vice Principals looking to take their next step in senior leadership. So, if you're a committed educationalist, steeped in the skills and knowledge of school improvement, with a belief in the power of co-operation to achieve great things - please get in touch with us and consider applying.

For an informal chat about the role and the academy please contact Brian Kelly, Executive Headteacher on brian.kelly@coopacademies.co.uk. Completed applications should be submitted to Hannah Gorman, Trust HR Advisor on Hannah.gorman@coopacademies.co.uk.

Best wishes,

Brian Kelly | Executive 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 Stoke, Staffordshire and Merseyside. We currently have 27 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 last year, 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. The Trust's Strategic plan may be found here: www.coopacademies.co.uk/downloads/trust-strategic-plan

All our local governing bodies have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Chief Education Officer - 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 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 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. This work is particularly strong at Co-op Academy Leeds.

Good luck with your application and thank you for considering Co-op Academy Leeds 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



Salary

L22-26 plus significant additional benefits

Location

East Leeds, West Yorkshire

Job Description

Vice Principal - Behaviour and Attitudes, Personal Development

Co-op Academy Leeds

Purpose of the role

To assist the Head of School in the strategic development across the academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values. To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress. To effectively promote the educational vision of Coop Academies Trust

The duties outlined in this Job Description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Head of School, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Head of School may from time to time ask the post-holder to perform.

The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined by the skills and experience of the successful applicant.

Line Manager

Head of School

Key Accountabilities

Strategic

- Support the Principal in developing and communicating a clear strategic vision of how to develop the academy successfully to 'Outstanding'
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self-review framework is embedded within the academy
- Lead on designated sections of the Academy Improvement Plan
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching

- Support the Principal in managing the academy effectively and ensuring the successful implementation of radical change, and deputise in their absence
- Work in harmony with the Head of School, Trust, Governors, local schools, other academies and other partners as appropriate

Student outcomes (in collaboration with other SLT members – details to be agreed)

- Work with the Head of School in the strategic leadership for all areas of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that learning and teaching policies and practice are at the highest standard
- Use data effectively to raise standards across the academy
- Regularly review and quality assure the student tracking systems across the academy
- Oversee the quality of learning and teaching through regular reviews within the academy, intervening where necessary
- Use data from stakeholder consultation in order to critically evaluate learning and teaching
- Have an oversight of the performance of all key groups
- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made
- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes

Leading and managing staff

- Promote the academy ethos in which the highest achievements are expected from all members of the academy community
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and Governors
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the academy community
- Sustain their own motivation and that of staff for whom they are accountable
- Contribute to an effective and rigorous Performance Management process

Efficient and effective use of staff and resources

- Work with the Principal, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided
- Support the Principal and leaders of finance and operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Principal in seeking to ensure adequate resources for the academy

Community

- To attend Governors' meetings, evening and special events

- Ensure that Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the academy and its interface with community partners

The responsibilities and duties will be reviewed and modified as the Leadership and Senior Management Teams evolve.

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

Vice Principal

Co-op Academy Leeds

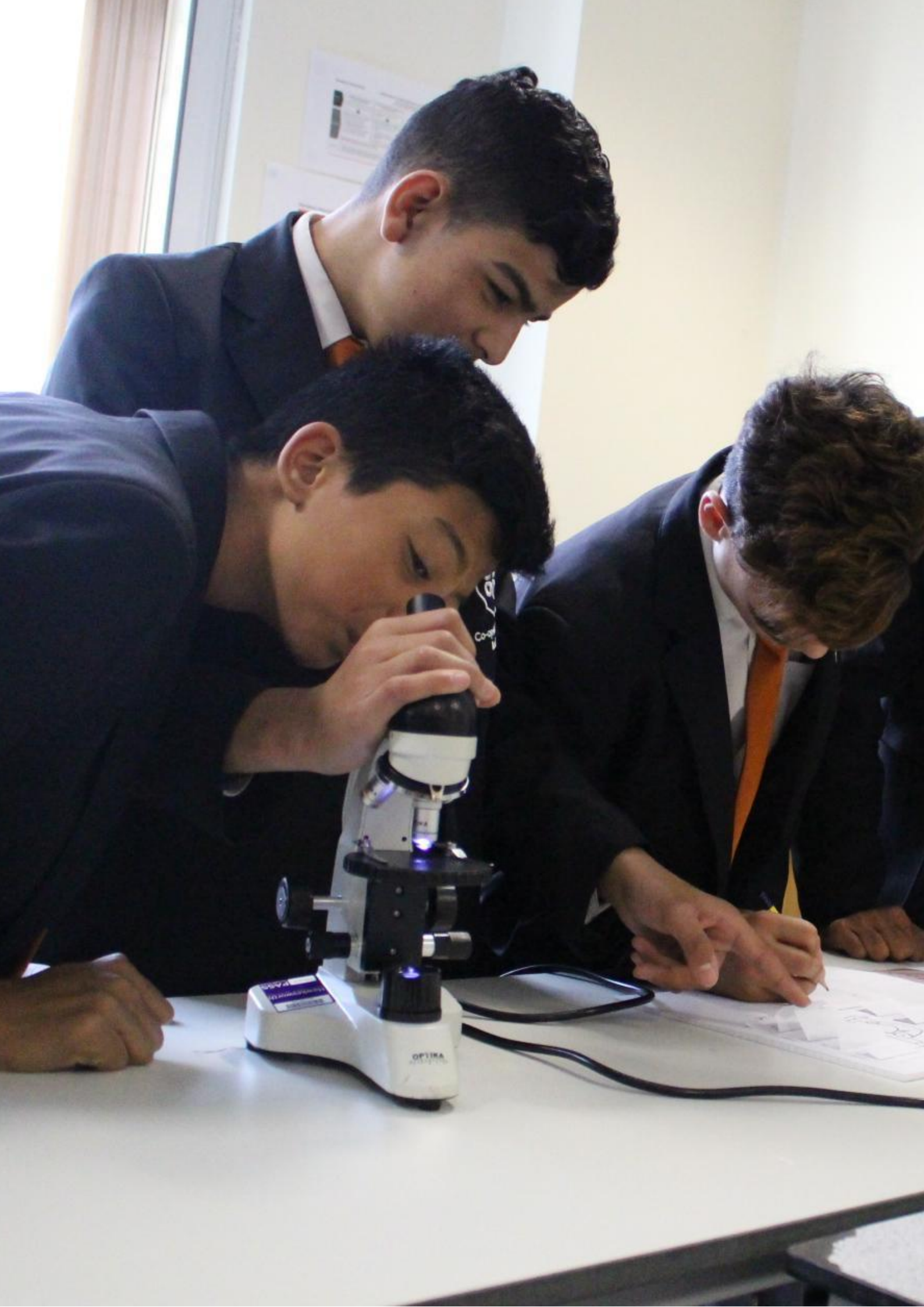
We seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do. The person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing the application.

	Essential	Desirable
Qualifications, Education, Training	<ul style="list-style-type: none"> • Degree and teaching qualification • QTS • Strong track record of continuing professional development or further professional study within the last two years and able to evidence impact on school effectiveness 	<ul style="list-style-type: none"> • Post-graduate qualification. • Professional qualification e.g. NPQSL • Coaching qualification(s) • NPQH qualification
Professional Knowledge, skills and competencies	<ul style="list-style-type: none"> • Evidence of impacting positively on student outcomes • Up to date and relevant pedagogical knowledge in order to successfully inform the teaching and learning approach across the academy • Evidence of the ability to manage change successfully • Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain a school's progress and outcomes, (e.g. improvement to at least national benchmarks or beyond within key performance measure(s)) • Evidence of inspiring confidence in staff and students so that they succeed and achieve their personal best • Excellent communication and presentation skills, both written and oral • Knowledge of the applications and potential of ICT; high level of ICT skills as both a curricular and administrative tool • Evidence of successful delivery of CPD which has secured improved organisational outcomes • A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school 	
Leadership and Management Experience and skills	<ul style="list-style-type: none"> • Successful teaching experience including recent teaching to GCSE level • Leadership experience to at least Assistant Vice Principal level currently • Successful experience of managing, motivating and supporting others to improve • Ability to work as part of a team and to lead others by example 	<ul style="list-style-type: none"> • Teaching to advanced level • Senior Leadership experience in at least two schools

- Successful experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change
- An ability to work autonomously and prioritise conflicting demands
- An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources
- An ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives
- Evidence of engagement in partnership and community activities

Others

- A commitment to Co-operative values and the Co-op's 'Ways of Being'
- A passionate commitment to developing the best in all young people
- Commitment to the vision and values of the academy
- A positive approach to challenges; seeking solutions to problems and addressing difficulties with cheerfulness and good humour
- To be prepared to work flexibly outside the academy's usual hours
- Commitment to equal opportunities across the academy



Additional Information

Complexity (i.e. what makes the role complicated)

- Working with students, parents, carers and the wider community in a complex setting
- Driving up ambition and expectations for all students
- Working with other Co-operative Group Academies
- Changing government policy
- Monitoring activities involving Ofsted and the DfE

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 and highly visible 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

General Enquiries

Any general enquiries should be directed to [Hannah Gorman, Trust HR Advisor](#) at hannah.gorman@coopacademies.co.uk.

Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with [Brian Kelly, Executive Principal](#) please contact brian.kelly@coopacademies.co.uk.

How to apply

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

Please return your completed application electronically to [Hannah Gorman, Trust HR Advisor](#) at hannah.gorman@coopacademies.co.uk.

The closing date for applications is Friday 15 October 2021 at 12pm

Interview timetable

The recruitment panel will agree a short-list of candidates who will be invited to an interview/selection process on Wednesday 20 October 2021.

All applications will be acknowledged on receipt.



Co-op Academies Trust
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www.coopacademies.co.uk