Co-op Academy
Bebington

Curriculum Coordinator - Computing/ Business

Candidate Pack

Welcome from the Headteacher

Thank you for your interest in the role Curriculum Coordinator of Computing/ Business

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. Co-op Academy Bebington is at an exciting stage of its development, having recently been judged 'Good' in all areas by Ofsted - we are now aiming for 'Outstanding'. We became part of the Co-op Academies Trust in April 2019 and as such we are fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for our community.

We pride ourselves on delivering an ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision for students with moderate learning difficulties and we also have an extensive student support department in order to better engage students who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.

Should you wish 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. To arrange a visit, please contact stephanie.smith@coopacademies.co.uk

We are committed to improving outcomes for every student and this is encapsulated in our core professional purpose: "Shaping Exceptional Futures", which is underpinned by our 8 principles:

- Placing our students at the heart of everything we do.
- Removing the barriers to learning so that all students and staff are provided with a vision of what they can be and supported to achieve that vision.
- Embracing healthy living so that all are physically, emotionally and mentally enabled to excel and achieve their dreams.
- Respecting everyone in the whole school and local community, so that we are recognised as a family school within an extended community, which supports and cares for each other.
- Recognising and celebrating student achievement, academically, socially, physically, mentally and inclusively.
- Encouraging everyone in the school community to excel and achieve, in whatever form that may take.
- Providing our students with a spiritual vision for the future and the appropriate learning pathway.
- Being relentless in our determination for each others' success.

Best wishes,
Jane Whisker (Head Teacher)

Our Co-op Academies Trust

Dear Applicant,

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

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

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. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. 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.

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

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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

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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

Curriculum Coordinator - Computing/ Business
Co-op Academy Bebington

Salary: MPS/ UPS + TLR 2C (£8219)

Location: Co-op Academy Bebington, Wirral

Start date: Easter 2026

Purpose of the role

- To implement and deliver an appropriately broad, balanced, relevant and differentiated Computing/ Business curriculum ensuring high-quality teaching, strong subject knowledge and excellent outcomes for all students
- Ensure the Computing/ Business department achieves academic outcomes in internal and external assessments, in line with students potential.
- Ensure that all members of the maths faculty are supported with a relevant, well-designed, and effective subject-specific programme of CPD.
- Ensure that the Academy has a clear and accurate picture of the Computing/Business department's strengths and areas for development by implementing the Academy's quality assurance processes.
- Ensure the subject area is aligned to, and compliant with, whole-Academy processes, procedures and initiatives.

Key Accountabilities

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document.* Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

Curriculum Leadership

- Lead the design, sequencing, and development of a high-quality Computing curriculum that is ambitious, knowledge-rich, and aligned with national expectations.
- Ensure curriculum resources, assessments, and schemes of learning are coherent, inclusive, and promote deep understanding.
- Monitor and evaluate curriculum delivery to secure continuous improvement
- Analyse departmental data to identify performance gaps among specific cohorts and implement effective intervention strategies.
- Ensure that all Computing teachers have excellent subject knowledge and can deliver subject content with confidence and clarity. Provide instructional coaching and mentorship to subject specialists and early-career teachers, fostering a culture of continuous professional development

Teaching

- Deliver an engaging and progressive curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching and learning materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and learning experiences, differentiating appropriately to build on these
- Demonstrating knowledge and understanding of how pupils learn and use this to inform effective classroom practice
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and sup
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and targets for all pupils, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure strong pupils' progress
- Give pupils regular effective feedback and ensure pupils respond to feedback
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the academy and across the Trust, which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies

- Work as a team member and identify opportunities for working with academy and Trust colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate
- Communicate and cooperate with other schools and colleagues within the academy and relevant external bodies
- Make a positive contribution to the wider life and ethos of the school and across the West Yorkshire hub of the Coop Academies Trust.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with current Appraisal Regulations

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role. Please contact us if you require further details of any of these requirements

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Person Specification

Curriculum Coordinator - Computing/ Business

Co-op Academy Bebington

App – Application form

SP – Selection process (which could include a range of exercises, including an interview
Ref - Reference

	Essential / Desirable	How identified
Education and Qualifications		
• Degree in relevant subject		A
• Qualified teacher status		A
Experience		
• Excellent subject teacher		A/I
• Evidence of clear impact on student outcomes		A/I
• Experience of promoting positive behaviour conductive to learning and which is focused on raising standards		A/I
• Evidence of being able to lead and motivate colleagues to deliver improvement		
Professional Knowledge, Skills and Understanding		
• Knowledge and understanding of current theory and best practice in learning and teaching		A/I
• A comprehensive understanding of what effective subject leadership looks like.		A/I
• An effective understanding of how to raise standards of achievement.		A/I
• Effective knowledge of how to constructively challenge, mentor and/or coach teachers to improve.		A/I
• Understanding of a diverse range of teaching and learning styles and techniques		A/I
• The theory and practice of providing effectively for the individual needs of all children		A/I
• Statutory National Curriculum requirements at the appropriate key stage		A/I

• The monitoring assessment, recording and reporting of pupils' progress • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection • Good understanding of effective procedures for managing and promoting positive behaviour among pupils • The positive links necessary within school and with all its stakeholders • Effective teaching and learning styles • Excellent ICT Skills		A/I A/I A/I
Personal Qualities • Unswerving commitment to raising educational standards. • Committed to the Co-op Values and Ways of Being. • Communicate effectively (both orally and in writing) to a variety of audiences • Can deliver on strategic aims and objectives. • Commitment to the safeguarding of children and young people. • Develop good personal relationships within a team • Establish and develop close relationships with parents, governors and the community • Create a happy, challenging and effective learning environment • All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.		A/I A/I A/I A/I A/I A/I A/I A/I A/I

How to apply

All applications must be made using the Trust's application form. Please use the following link to apply:

https://recruit.sampeople.co.uk/Jobboard/Vacancy/Search?PreviouslySearchedLocation=&Longitude=-3.0075315&Latitude=53.3530146&SearchTerm=&Distance=5&SortBy=closing&TrustId=128

We'd love to show you why our Academy is such a vibrant place to lead and innovate. If you're curious about our vision for Computing and Business—or if you simply want to see our state-of-the-art tech suites in action, please contact stephanie.smith@coopacademies.co.uk

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Interview timetable

Closing Date: Wednesday 4th February 2026 - 5pm

Interviews: Week beginning 9th February

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.
- A 2 week October half term.

Co-op Academies Trust

One Angel Square; Manchester; M60 0AG

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.