



Co-op Academy
Woodslee



**Executive Headteacher
Candidate Pack**

Welcome

Dear Applicant,

We are seeking an experienced primary education leader to become the next Executive Headteacher in our Trust. This is a unique opportunity to become the substantive headteacher of Co-op Academy Woodslee as well as supplying executive leadership support to a new primary school joining our Trust. Any candidate must have a proven track record of primary school leadership and school improvement; this is vital for the role and crucial for developing a high challenge and high support culture within the region in line with the overarching aim of the Trust.

With a deep understanding of effective primary academy improvement processes being essential, you'll have a positive approach to work and significant educational experience, with a genuine desire to make a difference in some highly diverse and challenging communities.

Co-op Academy Woodslee is one of 3 Co-op Academies based in the Wirral, with the Co-op Group as our sponsor. On May 1st 2023, Hillside Primary School in Prenton will join the Trust and become Co-op Academy Hillside. Initially the successful candidate will be the substantive headteacher of Co-op Academy Woodslee for four days a week and provide executive leadership support to Co-op Academy Hillside for one day a week, where a substantive headteacher is in place.

Co-op Academy Woodslee has improved greatly since it joined the Trust in 2018 and we believe that the academy will achieve a "Good" grading in its next Ofsted inspection. The outcome data for 2023 looks very positive.

The successful candidate will join a highly successful and growing Trust which is committed to growth in the area. Co-op Academy Woodslee is also expected to grow significantly over the next few years due to extensive house building in the local area.

This new post will in time, also involve leading some strategic work across the whole Trust in all areas of primary education. You'll work closely with and will be line managed by the Regional Director who leads the region and has responsibility for all our academies in Staffordshire and Merseyside. You will be an ambassador for the Trust and co-operative values and principles in the region.

We have 6 academies in Staffordshire and Merseyside - including two large secondary schools, four primaries and another primary school joining the Trust in May. With the support of our sponsor, we're working to grow the Trust to include approximately 40 strong academies making a difference in our communities across the North of England, and this includes significant growth in the Staffordshire and Merseyside region. Our reputation has grown as a Trust during the Covid-19 crisis as our core values run through all that we do, ensuring our academies, staff and pupils are very well supported in all areas in the most difficult of circumstances.

For an informal discussion about this post, please contact **Nick Lowry, Regional Director: Staffordshire and Merseyside**, on 07967638913 (nick.lowry@coopacademies.co.uk - available during the Easter holidays). Tours of the academy are available all day on Wednesday 19th April, email Nick Lowry to arrange.

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 30 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 (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 20 different specialist directors and 40 SLEs. 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. This work is particularly strong at Co-op Academy Woodslee.

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

The Application Process

Closing date for applications: Friday 21st April at 1pm

Interviews: Thursday 27th April and Friday 28th April

Start date: 1st September 2023

How to apply

All applications must be made using the Trust's application form, which can be found at coopacademies.co.uk

We operate blind shortlisting as part of our recruitment process to ensure a fair and rigorous process. As a result the quick apply function is unavailable and a two part application form is required. Please ensure that both Section A and Section B have been submitted as part of your application. Return your completed forms to centralrecruitment@coopacademies.co.uk

In line with our Safer Recruitment processes, appointment to this post is subject to an enhanced DBS disclosure.





Executive Headteacher

Co-op Academy Woodslee

Salary: L20 - L24 (£70733 - £78010)

Location: Co-op Academy Woodslee
and Co-op Academy Hillside

Reports to: Regional Director,
Staffordshire and Merseyside

Start date: 1st September 2023

Purpose of the role

To play a key role in providing leadership and management for educational and operational matters for two primary academies in the region/Trust. One of these academies will be your home academy and one academy that has been identified as an academy that would require additional support.

As a leading headteacher in the Trust, you would work to ensure that both academies are delivering the highest possible educational provision and achieving excellent primary outcomes for students within a co-operative ethos. To be an effective ambassador for the Trust in the region, taking a leading role in identifying further opportunities for the benefit of all Trust academies. To further develop the strong relationship that exists with the sponsor, the Co-op, to support the leveraging of benefits for children, staff and communities for the Trust. And to drive forward the power of co-operation as a way of living, working and learning so that the academies are seen as exemplars of best practice in this work.



Job Description

Key Accountabilities

Strategic leadership

- Lead identified academies continued improvement and driving academy effectiveness
- Provide mentoring, coaching, guidance, challenge and support to all Woodslee colleagues and the headteacher and senior team at Co-op Academy Hillside.
- Be a strong advocate for co-operative values, principles and approaches
- Develop relationships across the Co-op and support the leveraging of benefits for children, staff and communities in the Trust
- Be an active and supportive member of the Trust's management team
- Strive hard to achieve the Trust's ambitious strategic plan
- Work with, support and challenge the Regional Director (RD, line manager)



Job Description

Academy performance and improvement

- Provide executive headship for two primary academies, ensuring that they meet the Trust's strategic priorities in terms of pupil, student, staff and community outcomes
- Provide academy improvement support, advice and challenge to assigned academies, and any others as directed by the regional RD
- Motivate and work with others (including the Academy Governing Council, Trust and Sponsor) to create a shared culture and positive environment, based on co-operative values, ensuring that equality and diversity is reflected in school culture and practice and the learner is at the heart of everything we do
- Work with the whole school community to translate the vision into agreed objectives and evidence-based school development plans and policies for the organisation and its facilities; collaborating with stakeholders to set and secure school improvement objectives; ensure that learning is at the centre of all strategic planning and resource management
- Monitor the performance of each of the academies, overseeing the preparation and analysis of progress in meeting key strategic objectives, risk assessments and categorisation process for each academy
- Work with the Chairs of Governors, and in liaison with the RD, to undertake the performance management of the assigned primary Headteachers.
- Conduct a regular cycle of meetings with the Chairs, Headteachers and senior leaders of each academy
- Be a representative of the Trust, providing support for all senior leadership appointments at primary academies across the region.
- Liaise effectively with other Trust/hub staff responsible for the development and implementation of the professional development programme
- Liaise with the regional director in the deployment of central consultants for academy improvement work and commission school improvement and subject support as required in line with agreed plans and budgets



Job Description

Growth and development of the Trust

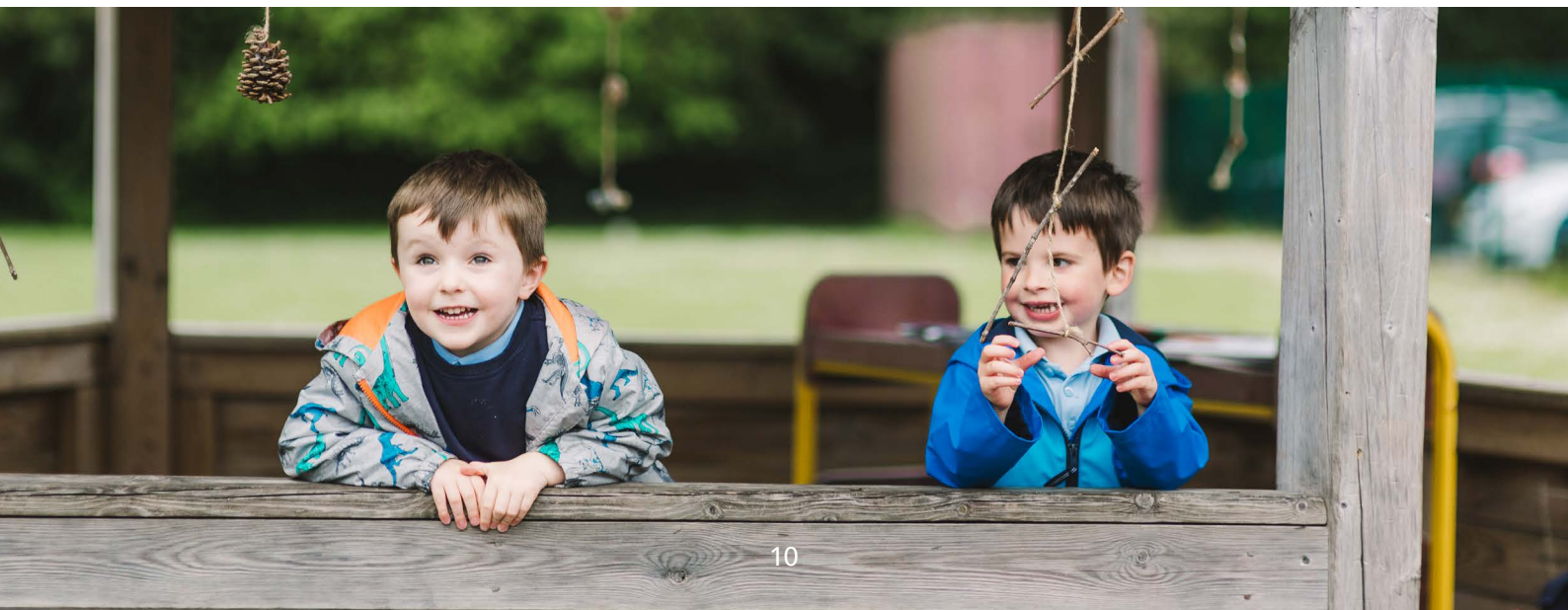
- Identify further income generation opportunities for the individual primary academies you lead
- Provide education support and challenge to new primary schools joining the Trust in the area
- Ensure effective relationships are maintained with key local partners including approved educational partners for the Trust, local authorities, higher education establishments, Ofsted and the Regional Commissioner

Other educational and operational matters

- Contribute to the formulating and drafting of Trust-wide education and other trust policies
- Maintain leading edge knowledge and understanding of effective school/academy improvement, with a focus on assessment, tracking and effective data analysis
- Ensure all budgets relevant to the assigned primary academies achieve all benchmarks within the financial framework we operate at Coop Academies
- Monitor and review the business operations of both academies and seek to streamline processes and maximize efficiency across all areas

Other responsibilities

- Contribute to the wider life of the Trust, its academies and its community through out of hours and partnership work
- Carry out any such duties as may be reasonably required by the Regional Director
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults



Key Accountabilities

Qualifications

- Degree level qualification (or equivalent)
- Qualified teacher status
- Evidence of relevant CPD
- PGCE
- Masters level qualification (or equivalent) (desirable)

Experience

- Strong record of educational leadership as a headteacher: raising standards, achieving outstanding results and having personal impact in the primary phase
- Track record of leading successfully beyond a single institution – influencing and supporting other leaders to achieve success
- Experience of developing and delivering successful school/ academy improvement programmes
- Track record of achieving high levels of professional credibility with highly effective school/academy leaders and other leaders in education including those with a national profile
- Significant experience of working with partners including local authorities and organisations in the region
- Experience of designing, tracking, monitoring, evaluating and reporting on systems capable of bringing about outstanding outcomes
- Experience of running a diverse organisation managing budgets, people and resources effectively
- Experience of project and programme management



Person Specification

Skills, Ability and Knowledge

- Highly skilled at evaluating a school/academy and understanding what is required to generate improvement, with a proven aptitude for coaching, mentoring, challenging and supporting senior staff / leaders
- Able to demonstrate how the power of co-operation can lead to outstanding outcomes for children and young people
- Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative
- Effective partnership working skills – able to build and draw on the strengths of others to generate outstanding results
- Skilled in developing a culture of outstanding performance and supporting improvements in standards, in teaching and learning, and in behaviour
- Strong verbal and written communication skills, including excellent report writing skills
- Ability to interpret complex data
- Excellent interpersonal skills and emotional intelligence, with the ability to build strong working relationships with Trust Board members, Academy Governing Councils & headteachers, and approachable to academy staff at all levels
- Excellent IT skills, including the ability to use social media to enhance the Trust's reputation, and the use of technology to improve the pupil/students' learning
- Knowledge and understanding of people, governance and budget management and financial systems

Personal Qualities

- Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards
- A firm belief in the values and principles of the co-operative movement; able to demonstrate the Ways of Being Co-op
- A strong commitment to the Trust and its strategic objectives
- A positive mindset and a good work companion at all times

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.



Academies Trust