



Co-op Academy
North Manchester

Transition Manager

Together, we have the highest aspirations and expectations so that everyone achieves excellence in all they do and is equipped to lead happy and successful lives."

"WORKING TOGETHER FOR THE BEST IN EVERYONE"



Welcome

Dear Candidate,

I am delighted that you have shown an interest in our Transition Manager vacancy here at Co-op Academy North Manchester.

Co-op Academy North Manchester's vision is 'Together we have the highest aspirations and expectations so that everyone achieves excellence in all they do and are equipped to lead happy and successful lives.' The vision and values of the Academy and those of Co-op Academies Trust are at the heart of all that we seek to achieve and are evident throughout the school.

You will be joining us at an exciting time as the academy enters a period of growth. Together we have been really successful but now we need to increase our teaching capacity so that we can secure an even better future for our pupils, staff and wider community.

Here at Co-op Academy North Manchester, we take time to know our pupils and have the highest expectations and aspirations for them. Our pupils are polite and courteous and excellent relationships are at the heart of our success. The academy prides itself on offering a rich curriculum that includes an extensive range of extra-curricular activities and clubs for all pupils which promotes their understanding of the world in which they live and the difference that they can make within it. Our Safeguarding/PSHE/SMSC and Careers curriculum is a strength of the academy and pupils develop a range of skills that enable them to be confident to be who they want to be.

Strong leadership has been at the heart of our success. Our leaders are committed and reflective individuals who are themselves empowered, but who also have the ability to both inspire and empower others to realise our academy's vision. We understand and implement the Co-op Ways of Being of: 'succeed together', 'show you care', 'be yourself always' and 'do what matters most', understanding the unique importance of each as well as how they must be implemented together to ensure that success is achieved in the 'right' way.

We do hope that once you have read the information provided in this pack, you are excited by the prospect of joining us and are keen to be a part of our next chapter. If you would like to experience the academy first hand please contact Michelle Campbell-Jones, PA to the Leadership team at michelle.jones@coopacademies.co.uk to book a tour of the Academy.

With warmest wishes,

Sharon Hands
Principal

Ofsted Report - <https://reports.ofsted.gov.uk/provider/23/142762>

"Pupils' behaviour is good. They are courteous, happy and confident. Pupils' conduct around school and attitudes to learning are positive"

Ofsted 2019



Our Trust

Through a great education The Co-op Academies Trust are changing the lives of young people across the North of England. Built on the same principles as all co-operatives across the world, we work to empower our staff and our young people to work together for a better education and a better community.

They have consistently been one of the highest performing multi-academy trusts in the Government's Multi-Academy Trust League Table, also being recognised by the Sutton Trust Charity and the Education Policy Institute as one of the top performing multi-academy trusts for disadvantaged pupils.

What makes our Trust unique is that we are sponsored by the Co-op Group. That close relationship means that we benefit from all of the business expertise that has seen the Co-op grow to one of the most respected, ethically driven and successful businesses in the country.

You can find out more about our Trust by visiting www.coopacademies.co.uk

"positive relationships extend to lessons, where pupils are confident to ask questions, express views and read aloud."

Ofsted 2019

Leaders plan an extensive range of extra-curricular activities and clubs for pupils. These comprehensively cater for pupils' wider academic, cultural, artistic and sporting interests. As a result, pupils, including disadvantaged pupils and those with special educational needs and/or disabilities (SEND), regularly participate in the activities provided"

Ofsted 2019

"pupils speak, read and write with growing accuracy, confidence and fluency"

Ofsted 2019

SEND at Co-op Academy North Manchester

Supporting pupils with SEND at Co-op Academy North Manchester is about ensuring all pupils are able to be happy and successful with an emphasis on quality first teaching, clear provision mapping and high quality interventions. Pupils with SEND at Co-op Academy North Manchester thrive.

Supporting pupils with SEND is invested in strongly in our academy through excellent teaching and learning, Higher Level Teaching Assistants and Teaching Assistants who ensure all pupils have equity and progress well.

The SEND department are moving to a newly expanded designated area of the school. The spaces are adapted to ensure pupils and staff are well supported. We also invest in our own Educational Psychologist, Alternative Provision and have speech and language therapy and counselling services weekly so it's a great time to join us.

Mrs H Garsden
SENDCo

Learning outside of the classroom

Here at Co-op Academy North Manchester we believe that Home Learning enhances pupil learning by increasing fluency and independence. Home Learning is carefully planned and as such is an integral part of the curriculum. Home Learning supports pupils in developing detailed knowledge and skills. Similarly our remote education offer given to pupils is demanding and match the aims of the in-class curriculum. We also offer a large number of extra-curricular clubs, trips and visits that pupils can be involved in over the course of the year. There are clubs which are directly related to subjects that pupils study, and those which are not. The variety on offer makes sure that the interests and needs of all our pupils are catered for.

Mr M Thompson
Assistant Vice Principal Teaching & Learning

Curriculum

The curriculum at Co-op North Manchester is designed to ensure that pupils receive an excellent education. The curriculum is broad and balanced to give pupils the opportunity to explore a range of subjects over the course of a 3 year KS3 before specialising in KS4. It is our belief that each subject discipline offers valuable knowledge, skills and experiences that are unique to it and all of our pupils are entitled to access to this. All subjects are taught by subject experts who have a clear understanding of what pupils need to know, understand and be able to do to make progress in their subject. Subjects are delivered with high levels of authenticity and subject leaders focus on what it means to be an expert in their subject before providing opportunities for pupils to develop in this way.

As a specific part of our curriculum pupils in year 7 and 8 follow our reading curriculum which is time dedicated for them to read, be read to and develop a love of reading. Pupils are given the opportunity to read full novels, develop their fluency and vocabulary.

Mr B Sinnott
Vice Principal Quality of Education

Safeguarding

We take safeguarding very seriously at Co-op Academy North Manchester and it is important to us that all pupils feel happy and safe in and out of school. We have a large team who are trained in all aspects of safeguarding and we have a comprehensive continuing professional development package to ensure we are always up to date and current. I am often asked by people what the challenges of being a safeguarding lead in an inner city secondary school are but I always remind people that in our school, we work to our belief that safeguarding is everyone's responsibility and we work hard together to keep children safe. If you want to work in an environment where no two days are the same but every day is rewarding, then do consider applying.

Ms R Hepworth

Vice Principal Behaviour & Safeguarding and Designated Safeguarding Lead

"A strong culture of safeguarding exists throughout the school. Pupils say that staff know them and care about their well-being"

Ofsted 2019

"Bullying records show that incidents of bullying are followed up and resolved effectively.

"Pupils are taught how to keep themselves safe from the risks of exploitation, including when using social media"

Ofsted 2019

Mental Health & Wellbeing

We have always been at the forefront of looking after both pupil and staff mental health and wellbeing and we have extended this even further in recent years. We have a range of workload and wellbeing strategies, ways of working which keep us connected as well as a very strong employee assistance offer. Here at Co-op Academy North Manchester, we value the individual and ensure that we have access to counselling services, our resident EP as well as lots of events such as Time to Talk, our Mile Walk and other therapeutic services which benefit pupils in many ways. We are really proud of our mental health and wellbeing offer. If you believe, as we do, that mental health and a strong sense of identity and community is as important as academic success or physical health, then we'd love to hear from you.

Mrs S Fiddler

Assistant Vice Principal Behaviour & Community

Behaviour and Attendance

The tools for strong attitudes to learning such as resilience, confidence and self-esteem are encouraged and developed as part of Co-op Academy North Manchester's curriculum. As a Maths teacher myself, I find my time in the classroom stimulating and rewarding. The strength and quality of relationships, underpinned by the respect and trust between staff and pupils ensures that teaching at the academy is an extremely enjoyable experience. We work hard to instil high levels of engagement in the classroom and are committed to ensuring that pupils are challenged if we think they could improve. The academy needs staff who are committed to bringing out the best in our pupils and who will have the highest of expectations of them; if that's you, then please get in touch.

Mr M Halshaw

Assistant Vice Principal Behaviour, Behaviour and Attitudes

"Pupils enjoy school, attend regularly and learn well"

"The actions of leaders to improve the attendance of pupils, which was previously extremely low and a major factor contributing to their weak progress, is now consistently good"

Ofsted 2019



Our CPD Offer

Whether you are an Early Careers teacher, a NQT or an established classroom practitioner, at Co-op Academy we are committed to your professional development. Our in house CPD programme is a strength of our Academy. We work together as a whole staff, in departmental and pastoral teams and in other smaller groups to debate teaching and develop our leadership skills. At present, examples of our offer include:

- ⇒ Whole school CPD
- ⇒ Termly Lesson Study cycles where teachers work to plan, teach and refine lessons and sequences of learning, sometimes in departments and sometimes across the school.
- ⇒ Subject knowledge enhancement experiences such as visits to other schools
- ⇒ Engagement in wider education research
- ⇒ A planned series of IRIS film clubs where staff come together to share approaches and debate teaching and learning
- ⇒ Whole school instructional coaching
- ⇒ Access to 1:1 Teacher Coaches
- ⇒ Access to 1:1 observations of colleagues
- ⇒ A range of bespoke training provided by the Academy Trust to meet individual needs including subject conferences, subject knowledge events and pupil centred learning events.
- ⇒ Job shadowing to support career aspirations
- ⇒ Teach Meets and Teach Eats providing opportunities to share and learn from colleagues across the school and other Academies
- ⇒ External courses such as those offered by the PTI, The National College, exam boards or other professional bodies
- ⇒ 'Leadership at all levels' course for any member of staff who is an appraiser or who wishes to develop their leadership skills. Three internally facilitated sessions, one per term
- ⇒ The opportunity to attend middle leader session to prepare for becoming a TLR post-holder
- ⇒ A range of course for middle leadership which are both internal and externally facilitated

Wellbeing

Wellbeing is articulated in the cornerstone of our vision in terms of everyone leading 'happy and successful' lives but we also recognise that a 'one size fits all' approach is not appropriate. What would be useful for one person may not be what another needs in order to feel happy and confident. We respect each other, our environment and ourselves and our wellbeing offer underpins that commitment. To ensure the Academy is a healthy and safe place to be means that our wellbeing offer is varied, personalised and changes dependent on the needs of the people in the organisation at any one time.

Examples of some of the approaches we use to support mental health and happiness:

- ⇒ Time to talk
- ⇒ Access to counselling service
- ⇒ Mile walk
- ⇒ Mindfulness
- ⇒ Free tea and coffee
- ⇒ Policies contributed to by staff
- ⇒ Your Voice Survey
- ⇒ Our commitment to a values led organisation
- ⇒ An extensive extra curricular offer
- ⇒ CPD programme
- ⇒ Workshops on identity, diversity and community
- ⇒ Parent support for issues such as e-safety, self-harm and self esteem

Middle Leadership

Our middle leadership works closely with the Senior Leadership team and there are opportunities to work on development across school. There are a number of training opportunities available such as:

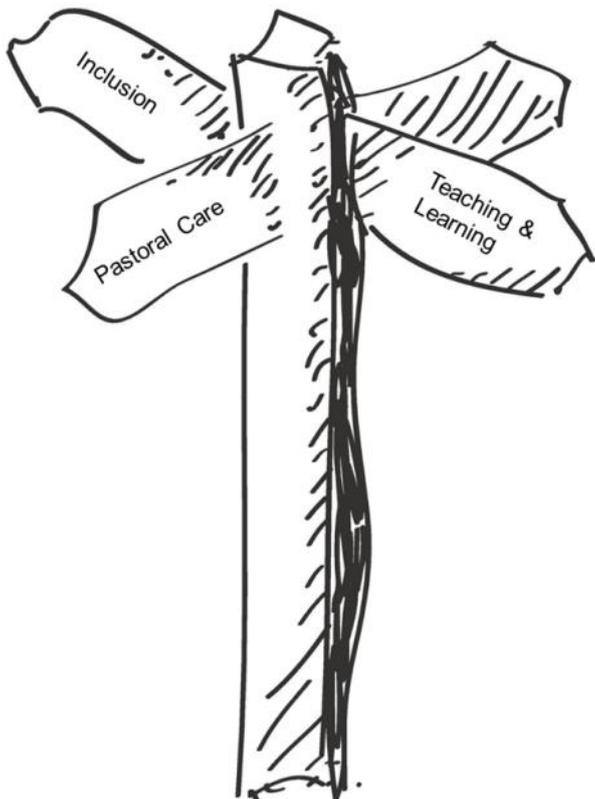
- The CSLE programme - the Co-operative Senior Leadership in Education programme
- NPQSL
- Job shadowing and working with those we host on leadership residencies
- Weekly Middle Leader training and contribution to leading elements of these
- NCE Levels 3, 5 and 7
- NPQs



Leadership Development

At Co-op Academy North Manchester, all staff, are encouraged to lead in a variety of ways. Leading some, part or even a whole of one of the experiences listed allows you to:

- Work with pupils whom you may not necessarily teach
- Build strong relationships
- Collaborate with staff in different subjects and roles across the Academy
- Be an important part of providing the rounded education at the heart of our vision and values.



Being committed to leading in the classroom is one thing, investing time in pupils beyond that to develop them as leaders is extraordinarily powerful.

Take a look at our 52 ways you can lead on the next page. There are many, many more and we are always open to new ideas and approaches.

Our 52 suggestions are just that but they do allow us to work across the pastoral and academic spectrums and work with young people as the whole child. It's also what pupils remember when they leave and ask for more of when they talk to us in 5 a day.

52 Ways to lead

Trip or Visit	Charity Event	Pastoral Meeting	Assembly
Intervention	Lunchtime club	Sporting club	STEM activity
Teachmeet	Eco Club	Arts project	Blog
Lecture	IRIS group	Reading group	Literacy activity
Co-op project	CPD session	Masterclass	Transition
Social Action Project	Extra-Curricular Activities	Teaching & Learning group	Rewards initiative
Lesson Study trio	Research-based project	Theatre experience	Mental Health First Aid
Learning Environment	How to revise session	Enterprise project	Anti-bullying ambassadors
Fundraising Campaign	Staff/Pupil event	Coaching group	Attendance initiative
Fairtrade project	Presentation to leadership	Give a pupil lecture	Homework hub help
Inter-form competition	Working party	Department Meeting	Year group challenge
Homework initiative	Ways to say thank you	Pupil voice activity	Scheme of Learning
Cross-curricular activity	Campaign e.g. plastic reduction	Guest event e.g. poet, artist, speaker	Events/activities for the community



Co-op Academy North Manchester

“Leaders promote positive values clearly and consistently. They support a culture where pupils are confident, considerate of others and hard-working”

Ofsted 2019

Transition Manager

Salary: Grade 6 (20-25) Actual Salary, Actual Salary £24,921 - £28,126 TT0 + 10 Days

Location: Co-op Academy North Manchester

Purpose of the role

Transition Manager is a key position within the academy, responsible for the planning and supporting of pupil transition for Co-op Academy North Manchester. The Transition Manager will also work closely with the SEND department in providing organisational and administrative support for the SENDCo and Assistant SENDCo. The Transition Manager will also be responsible for GDPR across the academy.

The role is a new role for the academy and a key strategic appointment. We are seeking to appoint an excellent communicator who will be the outward face of our additional needs department. The postholder will lead a communications strategy with our partner primary schools to help us meet the needs of all pupils as they arrive and move through Co-op North Manchester.

We are looking to provide additional capacity to our highly regarded team of specialists who lead and manage our department for pupils with SEND. The post holder will be directly managed by the Assistant SENDCo. Currently our department for pupils with SEND has a SENDCo, Assistant SENDCo and we are also recruiting for an Assistant Deputy SENDCo. Co-op Academy North Manchester is committed to inclusion in its broadest meaning and we are committed to identifying needs as early as possible so that pupils' transition has clarity supported by detailed information. The postholder will provide support for families and be a key person in our families' lives and they join and transition through our academy.

The postholder will also lead and manage our admissions procedures which involve working closely with both the Local Authority, and our attendance & academic teams to admit and manage both Y7 and mid term admissions to all year groups. Co-op North Manchester is a school of choice in the area and is full in all year groups. A working knowledge of both GDPR and admissions policies and practices is desirable but not essential as training will be given as part of an induction package.

The successful candidate will also be committed to the vision and values of the academy and the Trust, demonstrating these within their role.

Key Responsibilities -Transition

- Contribute to the key strategic vision for our links with our Primary aged pupils, their families and the local community
- Ensure that relationships with our local primary schools are both maintained and established, attend and organise Transition information evenings with our local Primary Schools
- To liaise with the Local Authority with regard to all Year 6 applications
- Visit primary schools to gather information and design systems to ensure this is communicated and managed effectively
- Ensure that any staff visiting from other schools or organisations are aware of our safeguarding procedures and that these are adhered to
- Attend Parent Forums to share work that we do within the local community
- Lead a Primary Transition Strategy and engagement work across the academy, recruiting primary leaders who have the necessary skills to take an active part in events
- Contribute to the academy calendar ensuring all staff are aware of primary link events.

Key Responsibilities - Transition continued

- Organise the Primary Transition days for the new Year 7 intake working effectively with other staff as required
- Contribute to new intake visits to Primary schools in order to ensure there is continuity between the visit and their start in Year 7
- Contribute to transition events for other new starters across the academy, including managing pupil transfer data including CTF, both for in year admissions to the academy and those that leave the academy using UPN and ensuring input of all personal information, including the input of information from data collection sheets.
- Send out pupils ALPs to staff
- Be responsible for calendaring SEND reviews and ensure these are supported with paperwork
- Work closely with the DSL and SENCO to ensure effective safeguarding practices are in place for areas related to their role
- To provide admin support for the SEND department and liaise and communicate effectively both verbally and in writing with staff, parents and external agencies.
- To maintain manual and computerised records and use relevant ICT packages such as Google suite/ SIMs etc
- Be a designated first aider

GDPR

- Advise the academy on how to comply with trust policy and the UK GDPR
- Complete and maintain the academy's data map
- Complete and maintain the academy's suppliers' data processing register
- Ensure all staff have undertaken appropriate data protection training in a timely way
- Undertake and advise on data protection impact assessments
- Record subject access requests and ensure these are complied with within statutory timescales
- Record FOI requests and ensure these are complied with within statutory timescales
- log data breaches in a timely way and support the management of breaches, including making appropriate reports to the Information Commissioner's Office as needed
- Undertake a data protection check within the academy on at least a half-termly basis and ensure any identified actions are followed up
- Support a safe culture within the academy ensuring that data protection has a high profile
- To adhere to strict confidential practices in relation to all personal information relating to pupils, staff and stakeholders.
- Contribute to Governor reports and attend governor meetings if required.
- Any other reasonable duties as requested by the Principal.

The responsibilities and duties will be reviewed and modified as the job role evolves.

Person Specification

	Essential	Desirable
Excellent communicator	<input checked="" type="checkbox"/>	
Excellent administrator	<input checked="" type="checkbox"/>	
Experience of record keeping	<input checked="" type="checkbox"/>	
Experience of designing and implementing systems	<input checked="" type="checkbox"/>	
Experience of working with pupils with additional needs.		<input checked="" type="checkbox"/>
Experience of working in a primary school, secondary or a resource base or specialist setting.		<input checked="" type="checkbox"/>
Committed to undertaking continuous professional development	<input checked="" type="checkbox"/>	
Knowledge and understanding of SEN legislation, including the SEND Code of Practice (2015)		<input checked="" type="checkbox"/>
Knowledge and understanding of KCSiE and safeguarding practices		<input checked="" type="checkbox"/>
Very good oral and written communication skills.	<input checked="" type="checkbox"/>	
Excellent ICT skills and a working knowledge of G-Suite		<input checked="" type="checkbox"/>
Ability to work as part of a team.	<input checked="" type="checkbox"/>	
A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.	<input checked="" type="checkbox"/>	
Ability to plan, organise review and adapt	<input checked="" type="checkbox"/>	
A passionate commitment to develop the best in young people.	<input checked="" type="checkbox"/>	
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	<input checked="" type="checkbox"/>	
Personal commitment to the academy's professional standards and code of conduct	<input checked="" type="checkbox"/>	
Willingness to be engaged in partnership and community activities.		<input checked="" type="checkbox"/>
Commitment to the aims and ethos of the academy.	<input checked="" type="checkbox"/>	
Understands & is committed to demonstrating the co-operative values and Ways of Being Co-op	<input checked="" type="checkbox"/>	
Willingness to consent to apply for an enhanced disclosure CRB check.	<input checked="" type="checkbox"/>	
Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	<input checked="" type="checkbox"/>	

Additional Information

General Enquiries

Any general enquiries should be directed to Michelle Campbell-Jones michelle.jones@coopacademies.co.uk

Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with the Principal please contact Michelle Campbell-Jones.

How to Apply

All applications must be made using the Trusts application form, which can be found on our website.

Please return your completed application electronically to noma-jobapplications@coopacademies.co.uk

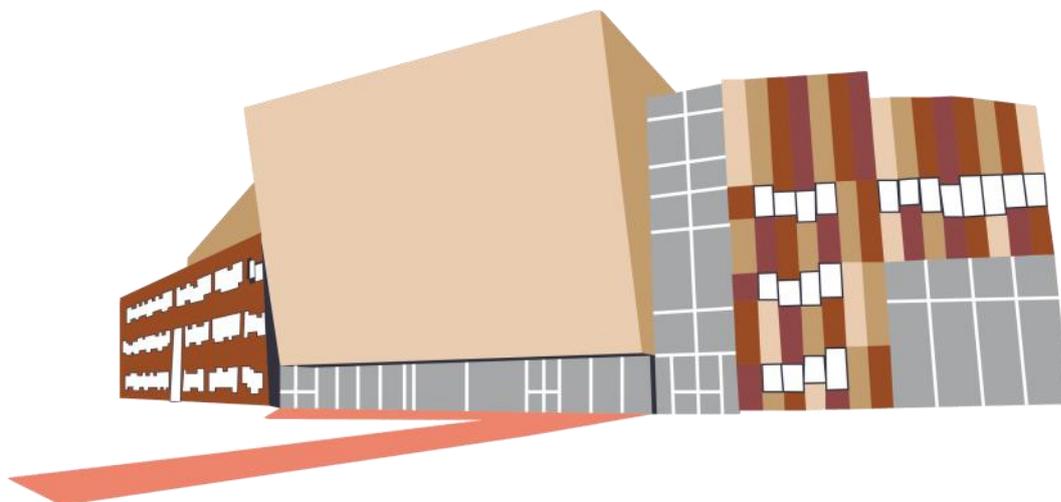
All applications will be acknowledged on receipt.

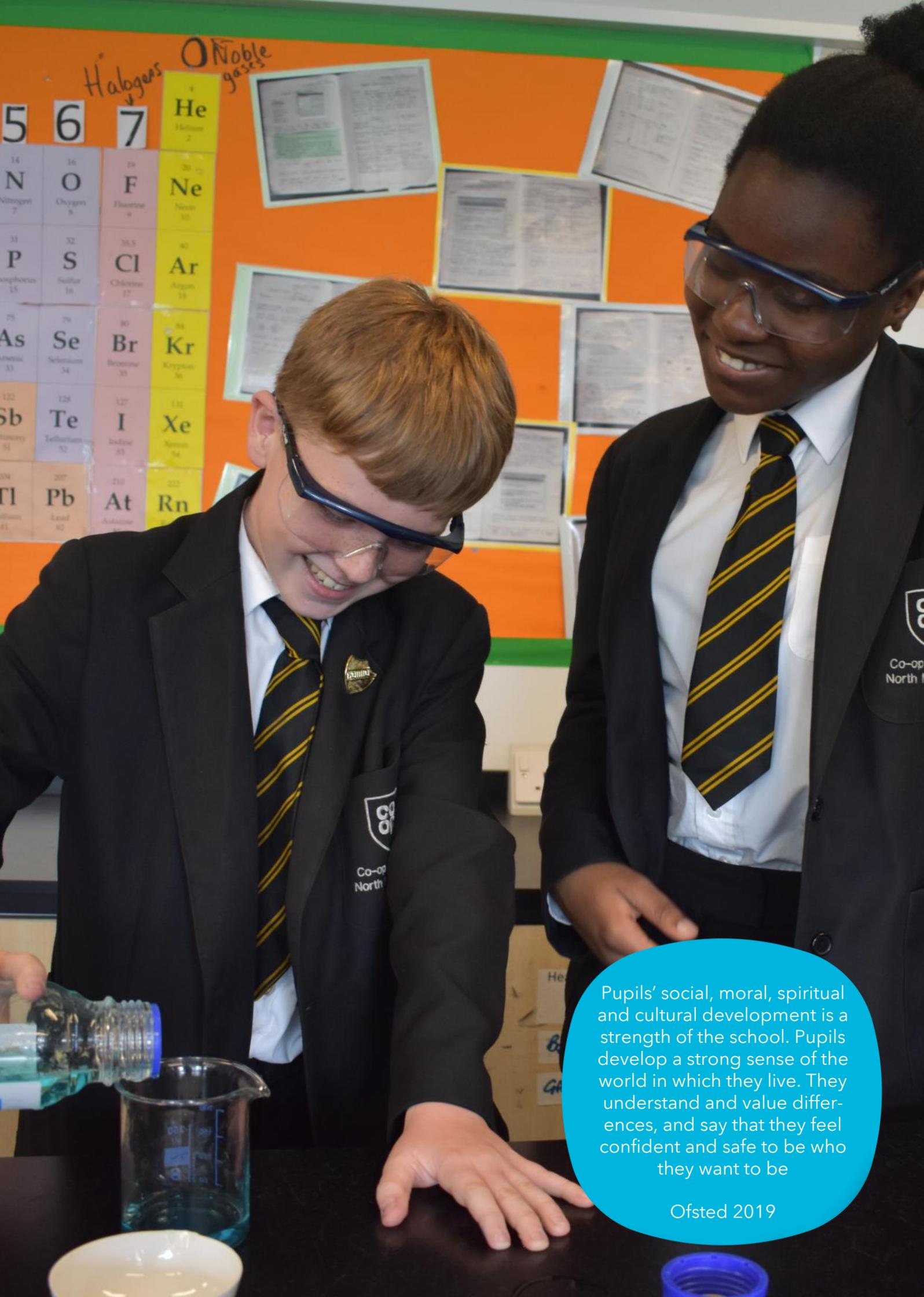
The closing date for applications is 9am on Friday 31st March 2023

Interview timetable

The recruitment panel will agree a short-list of candidates who will be invited to an interview on as soon as possible after the closing date.

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.





Pupils' social, moral, spiritual and cultural development is a strength of the school. Pupils develop a strong sense of the world in which they live. They understand and value differences, and say that they feel confident and safe to be who they want to be

Ofsted 2019

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