Executive Headteacher
West Yorkshire
Candidate Pack
Thank you for showing an interest in our Trust.

We’re seeking an experienced senior secondary education leader with the ability to further improve our existing academies by drawing on the principles and values of cooperation. You’ll line manage and work alongside Headteachers, local governing bodies and the Trust’s range of educational partners to drive forward educational progress. Any candidate must have a proven track record of secondary school leadership and school improvement; this is vital for the role and crucial for developing a high challenge and high support culture within the hub in line with the overarching aim of the Trust.

With a deep understanding of effective secondary school/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.

You will work closely and will be line managed by the Chief Education Officer who leads the hub and has responsibility for all academies in West Yorkshire that are part of Co-op Academies Trust. You will be an ambassador for the Trust and co-operative values and principles in the region. You will lead and oversee three large secondary schools in West Yorkshire who were all recently judged requires improvement by Ofsted. All have improved from their starting position but we now need to build on this to accelerate progress towards outstanding. You will divide your week working operationally and strategically across the three secondary schools supporting the leadership of the Chief Education Officer.

You will be based in the West Yorkshire hub which is Co-op Academy Parkland but spend most of your time in the three secondary schools in that region. We have fourteen academies in West Yorkshire - including three large secondary schools, eight primaries and three special schools. We hope to expand in this region to help achieve the Trust’s target of 40 academies by 2022 supported by our sponsor the Co-op. Our reputation has grown as a Trust during the CoViD crisis as our core values run through all what we do ensuring our academies, staff and pupils are very well supported in all areas in the most difficult of circumstances.

You’ll report to the Chief Education Officer in that region and travelling between secondary schools regularly is essential to the role.

For an informal discussion about this post, please contact Tom Nutley, TES recruitment consultant, tom.nutley@tes.com or 0776 700 1965

We operate a 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.

Our Co-op Academies Trust

Executive Headteacher - West Yorkshire

Job Type: Permanent, full year, starting Summer term 2021/September 2021

Benefits include: 30 days annual leave plus bank holidays, discount on Co-op branded products, Local Government Pension Scheme or Teachers Pension Scheme (subject to eligibility), Co-operative flexible benefits including cycle to work scheme, Co-op credit union, Healthcare cash-back scheme, discounted gym membership and leisure activities, and season ticket & rental deposit loans. Support with relocation expenses is also available, if applicable.

A list of all Co-op Academies Trust benefits are here: https://www.coopacademies.co.uk/colleagues/benefits/

Closing Date
Monday 2nd November 2020

Interviews
Tuesday 10th November 2020

Through a great education we are changing the lives of young people. Built on the same principles as all co-operatives across the world, we work with academies to empower teachers and young people to work together for a better education and a better community.

We have also been recognised by the Sutton Trust Charity and the Education Policy Institute as one of the top performing multi-academy trusts for disadvantaged students.

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.

Popular with students, parents and teachers, we began in 2010 with just two academies. One in Manchester and one in Stoke-on-Trent. Two years later, in 2012, we began to work with a cluster of academies in Leeds and by 2014 we had five academies in Leeds; made up of one secondary and four primary academies. Pragmatic in our approach to growth we worked closely and co-operatively to improve all of our academies. Improving results and impressive Ofsted inspections led to schools requesting to join our Trust, and by early 2020 we have 25 academies. With the support of our sponsor, there are plans to grow to up to 40 academies by 2022.

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

**Strategic leadership role (as key member of the senior team supporting the Trust Board)**
- Be a significant leader and manager in the region taking a key role in academy improvement and improving academy effectiveness
- Lead on all leadership matters in the three secondary academies in the West Yorkshire region
- Advise the Local Governing Bodies (LGBs) on key educational and operational matters
- In agreement with the CEdO, lead on the performance management of the three secondary Head Teachers in the region
- Support and challenge the work of the Local Governing Bodies within the secondary academies in West Yorkshire
- Provide mentoring, coaching, guidance, challenge and support to headteachers, principals and other senior staff in the secondary academies West Yorkshire
- 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 Chief Education Officer (line manager)

**Academy performance and improvement**
- Provide executive headship for those three secondary academies
- Provide academy improvement support, advice and challenge to assigned academies and any as directed by the regional CEdO
- Review and challenge self-evaluations, academy improvement plans and all statutory documents of assigned academies
- Liaise effectively with other Trust/hub staff responsible for the development and implementation of the professional development programme
- Ensure all three secondary academies in West Yorkshire meet the Trust’s strategic priorities in terms of pupil, student, staff and community outcomes
- Monitor the performance of each of the three secondary academies in the area, overseeing the preparation and analysis of progress in meeting key strategic objectives, risk assessments and categorisation process for each academy
- Liaise with the regional CEdO 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
- Assist in reviewing the impact of the Trust’s CPD programme
- Work with other Trust staff to strategically support, train and advise the Local Governing Body of each secondary academy in the West Yorkshire region, including attending meetings of the LGB as required
- Work with the Chair of Governors to undertake the performance management of the Secondary Headteachers in West Yorkshire
- Conduct a regular cycle of meetings with the Chair, Principal and senior leaders of each academy they are working with
- Be a representative of the Trust, providing support for all senior leadership appointments in each of the academies across the region
- Make regular progress reports to the Trust CEO, regional CEdO and LGB’s when required about the performance of the three secondary academies in the region

**Growth & development of the Trust**
- Identify further income generation opportunities for individual secondary academies you lead in
- Provide education support and challenge to new secondary 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

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**Executive Headteacher**

**Salary** £100,000 to £119,000

(location is negotiable for an exceptional candidate)

**Location** West Yorkshire
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 secondary academies in West Yorkshire you are working and leading in achieve all benchmarks within the financial framework we operate in at Co-op Academies

Additional responsibilities
• Offer secondary and/or Post 16, special or alternative provision insight alongside the development of a relevant curriculum offer

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 Chief Education Officers for the region
• Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
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<tr>
<th>Qualifications</th>
<th>All attributes are essential, unless indicated below as 'desirable'</th>
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<tbody>
<tr>
<td>Degree level qualification (or equivalent)</td>
<td>A</td>
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<tr>
<td>Qualified teacher status</td>
<td>A</td>
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<td>Evidence of relevant CPD</td>
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<tr>
<td>PGCE</td>
<td>A</td>
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<td>Masters level qualification (or equivalent)</td>
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<th>Experience</th>
<th>How measured e.g. interview (I)</th>
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<td>Strong record of educational leadership: raising standards, achieving outstanding results and having personal impact in secondary phase</td>
<td>A/I</td>
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<td>Track record of leading successfully beyond a single institution - influencing and supporting other leaders to achieve success</td>
<td>A/I</td>
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<td>Experience of developing and delivering successful school/academy improvement programmes across institution</td>
<td>A/I</td>
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<td>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</td>
<td>A/I</td>
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<td>Experience of working with a senior board to shape and implement an organisation’s long term strategy and enable it to achieve its objectives</td>
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<td>Significant experience of working with partners including local authorities and organisations in the region</td>
<td>A/I</td>
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<td>Experience of designing, tracking, monitoring, evaluating and reporting on systems capable of bringing about outstanding outcomes</td>
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<td>Experience of running a diverse organisation managing budgets, people and resources effectively</td>
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<td>Experience of project and programme management</td>
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<tr>
<th>Skills, Ability, Knowledge</th>
<th>How measured e.g. interview (I)</th>
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<tr>
<td>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</td>
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<td>Able to demonstrate how the power of co-operation can lead to outstanding outcomes for children and young people</td>
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<td>Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative</td>
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<td>Effective partnership working skills – able to build and draw on the strengths of others to generate outstanding results</td>
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<td>Skilled in developing a culture of outstanding performance and supporting improvements in standards, in teaching and learning and in behaviour</td>
<td>A/I</td>
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<td>Strong verbal and written communication skills, including excellent report writing skills</td>
<td>A/I</td>
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<td>Ability to interpret complex data</td>
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<td>Excellent interpersonal skills and emotional intelligence, with the ability to build strong working relationships with Trust Board members, local governors, headteachers/Principals and approachable to academy staff at all levels</td>
<td>A/I</td>
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<td>Excellent IT skills, including the ability to use social media to enhance the Trust’s reputation and improve the pupil/students’ learning</td>
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<td>Knowledge and understanding of people, governance and budget management and financial systems</td>
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<th>Personal Qualities</th>
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<td>Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards</td>
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<td>A firm belief in the values and principles of the co-operative movement; able to demonstrate the Ways of Being Co-op</td>
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<td>A strong commitment to the Trust and its strategic objectives</td>
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<td>A positive mindset and a good work companion at all times</td>
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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.