



Co-op Academy
Florence MacWilliams

Assistant Headteacher

Co-op Academy
Florence MacWilliams

Candidate Pack

Introduction

Thank you for your interest in applying for the role of Assistant Headteacher at Co-op Academy Florence MacWilliams. This is a unique opportunity to lead a new free school in Stoke-on-Trent, working closely with the Senior Leadership Team and a brand new team of teaching and support staff.

Co-op Academy Florence MacWilliams opened its doors in September 2024 in temporary accommodation, welcoming our founding cohort of 120 Year 7 students. Through collaboration with the Local Authority and the DfE's Free School program, Co-op Academy Florence MacWilliams is an important addition to Stoke-on-Trent's educational landscape. For September 2025, we will transition into our state-of-art facility, expanding each year until reaching full capacity of 1150 students in 2030.

This role comes with unparalleled opportunities for development, progression, and influence as the academy evolves.

Why Choose Co-op Academy Florence MacWilliams?

Lifelong Learning

At Co-op Academy Florence MacWilliams, we are dedicated to fostering continuous professional development throughout your career journey. With an unwavering commitment to growth, we offer double the standard number of training days. This ensures you have abundant opportunities for learning, skill enhancement, and staying at the forefront of educational advancements.

Thriving in a Collaborative Community

Joining Co-op Academy Florence MacWilliams means becoming an integral part of the larger Co-op network, one of the UK's most successful Multi-Academy Trusts. You will become part of a dynamic community where peers connect locally and nationally sharing valuable resources, knowledge, and best practices.

Streamlined Organisational Support

Our organisational structure is meticulously designed to support our staff. This strategic approach allows you the freedom to focus on your strengths, ultimately contributing to the enhancement of educational outcomes for the academy's students.

Curriculum Excellence for Future Success

At Co-op Academy Florence MacWilliams, our curriculum is crafted with support from central service subject directors. This results in a solid knowledge base and a depth of understanding in each subject.

We Care

At Co-op Academy Florence MacWilliams, we are committed to creating something special, a culture of high expectations with the ways of being and our PACE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported.

Extended Learning Opportunities

Co-op Academy Florence MacWilliams is introducing an extended school day to provide students with valuable additional time for comprehensive learning and skill development. This extended period will be dedicated to a well-structured enrichment program, offering a diverse range of activities designed to expand students' horizons, cultivate cultural capital, and nurture enduring interests that will shape their lives beyond their school years. This innovative approach to our school day and calendar enables the incorporation of an extra two weeks of holiday into the academic year, providing both students and staff with shorter, more rejuvenating term times.

If you have what we are looking for, we would love for you to take the initiative and apply to be part of a team that is not just building a school but shaping the future of education in Stoke-on-Trent.

Elizabeth Clewlow, Headteacher

Co-op Academy Florence MacWilliams

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

The Application Process

Closing date for applications: Monday 11th November 2024, 9am

Interviews: Friday 15th November 2024

How to apply

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

If you require further information and would like to book a tour of the school, please contact Katie-Jane Reville (Headteachers PA & HR Advisor: katie-jane.reville@coopacademies.co.uk)





Job Description

Assistant Headteacher

Co-op Academy Florence MacWilliams

Salary:	Leadership L10-L15	Reports to:	Headteacher / Deputy Headteacher
Contract:	Permanent	Start date:	Monday 28th April 2025
Location:	Co-op Academy Florence MacWilliams		

Purpose of the role

The Assistant Headteacher will collaborate closely with the SLT to integrate Co-op Academy Florence MacWilliams' vision and contribute to the success of shaping and leading the founding staff of a highly ambitious startup school in Stoke-on-Trent.

The role entails active participation in the overall leadership and management of the academy. As the academy is a new school the successful candidate will be expected to carry out the full range of duties.

In your first year as Assistant Headteacher you will be leading the Quality of Education with the focus on ensuring a well-designed and ambitious curriculum that meets the needs of all learners, including disadvantaged and SEND students. This involves overseeing curriculum intent, implementation, and impact to ensure deep learning, with an emphasis on long-term knowledge retention and skill development. You will lead on subject reviews that monitor teaching quality, assess pupil progress, and support teachers in creating an inclusive learning environment that ensures effective assessment and feedback to support student progress.

The core part of the role will involve taking a lead on the following, based around the our PACE values:

- Pride:** Instilling values, PACE Curriculum & character programme.
- Ambition:** Effectively using assessment & data. Embedding a rigorous academic curriculum, enrichment, careers & destinations.
- Care:** Strong discipline, pastoral care systems and safeguarding
- Excellence:** Excellent teaching and collaborative planning. Quality mentoring, coaching, and weekly training.

Job Description

Key accountabilities (and specific duties / responsibilities):

- Embed Co-op Florence MacWilliams' vision in all academy provisions, ensuring it informs strategy and contributes to the annual evaluation and development plan.
- Instil a culture of high expectations across academy life.
- Safeguard all students, ensuring the safety and well-being of both students and staff.
- Build effective external relationships, fostering connections with parents, the community, and other stakeholders.
- Support practices enhancing provision across the CAT network.

Vision & Leadership:

- Communicate the academy's vision effectively to students, staff, and stakeholders.
- Establish, implement, and review whole school systems and policies.
- Codify the academy's provision to embed high-quality practice.
- Demonstrate commitment to equality of opportunity.
- Build strong working relationships with the community, agencies, stakeholders, and the Florence's Community Council.

Management & Training:

- Line manage middle leaders, and/or operational leaders.
- Ensure the academy's culture and ethos inform all practices in line-managed departments.
- Develop staff as educational leaders, ensuring high standards.
- Deliver high-quality training as part of the annual staff induction and CPD program.
- Coach and/or mentor staff as required.
- In the absence of the Headteacher and Deputy Headteacher, to step-up and undertake the professional duties of the Headteacher as reasonably delegated.

Culture and Ethos:

- Contribute to developing and implementing clear systems for a positive and disciplined learning climate.
- Model best practices for all staff and students.
- Promote a culture of safety and wellbeing, ensuring compliance with safeguarding policies.

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Development of the CAT Network:

- Share codification and innovation work with others in the network.
- Value and support practices driving progress across the CAT schools.

Other:

- Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake any other responsibilities as directed by the Headteacher.



Person Specification

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <p>QTS</p> <p>Strong A Levels or equivalent.</p> <p>Qualified to degree level and above.</p>		<p>A</p> <p>A</p> <p>A</p>
<p>Experience</p> <p>Experience in school leadership.</p> <p>Successful experience teaching pupils from socio-economic disadvantage backgrounds.</p> <p>Led or significantly contributed to the success of a whole school initiative with demonstrable impact.</p> <p>Lead, coach, and motivate staff within a performance management framework.</p> <p>Develop the leadership skills of others.</p> <p>Leading or contributing to the leadership of behaviour/culture across a school.</p> <p>DDSL experience.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Skills, Ability, Knowledge</p> <p>Strong interpersonal, written, and oral communication skills.</p> <p>Clear understanding of strategies for high standards.</p> <p>Excellent organisational skills and delegation ability.</p> <p>Confident use of data to inform and diagnose weaknesses and inform next steps.</p> <p>Understanding of outstanding teaching practices.</p> <p>Ability to diagnose and implement effective strategies to raise learning standards.</p> <p>Develop and maintain highly effective working relationships with parents and the wider community.</p> <p>Comfortable working collaboratively with stakeholders in the CAT network.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

Personal attributes required (continued):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Personal Qualities</p> <p>Collaborative work with the Deputy Headteacher.</p> <p>Ability to improvise and be flexible in a dynamic environment.</p> <p>Encourage participation, innovation, and confidence.</p> <p>Resilience and motivation to lead through day-to-day challenges while maintaining a clear strategic vision.</p> <p>Genuine passion and belief in every pupil's potential.</p> <p>Commitment to continually improving standards and achieving excellence.</p> <p>Vision aligned with Co-op Florence MacWilliams and the Co-op Academies Trust.</p> <p>Be aligned with all co-operative values and the Co-op Ways of Being.</p> <p>Be committed to ensuring that all children in our schools receive an excellent education in a safe and stimulating environment.</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

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.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

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.



Academies Trust