



Associate Assistant Vice Principal Behaviour,  
Attitudes & Attendance



Co-op Academy  
Belle Vue

## Welcome from the Head of Academy

Thank you for your interest in applying for the role of Associate Assistant Vice Principal at Co-op Academy Belle Vue. As a member of our leadership team, this role offers an opportunity to work in close partnership with the senior leadership team to provide vision, leadership and management for the academy, and to help ensure that standards across the school are outstanding.

*100% of staff say leaders have a clear and ambitious vision for providing high-quality education to all pupils. This is realised through strong, shared values, policies and practice.*

Staff 'Big Voice' Survey 2023

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust. We align our culture with the trust 'ways of being' and our unique CARE principles. Our academy is:

- A cooperative community where pupils from different backgrounds, beliefs and cultures grow together, developing the skills and character they need to be successful beyond their time at the academy
- A community where staff work together to create an inclusive, welcoming and highly ambitious learning environment
- A community where local residents and organisations are empowered to work together for the success of all.

*Pupils are polite, well behaved and respectful in the corridors and classrooms.*

James Davies, Director of English Co-op Academies Trust

At Co-op Academy Belle Vue, we do things differently and better. We deliver an outstanding well rounded quality of education for our students with an entitlement of the most powerful knowledge for all. The implementation of our curriculum is securely embedded and our intent statement is consistently implemented.

Our new building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. We empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

As a member of our leadership team, the successful candidate will have the opportunity to work closely with the Academy's sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE 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. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently. As a leader, you will

be dedicated to creating an environment where students feel inspired to learn, where teachers feel supported to teach, and where everyone feels invested in the success of the school.

*I feel supported with my mental health and with my workload. I can have an honest conversation with all members of SLT, I feel like staff genuinely care across the board*

Staff 'Big Voice' Survey 2023

The ideal candidate will be a highly successful and experienced teacher in their subject specialism, with the ability to enthuse, motivate and inspire children, generating a love for learning. We are looking for a leader who has already demonstrated excellent leadership, management and communication skills, and the ability to effectively drive forward change which ultimately impacts positively on the outcomes of pupils and the overall standards of the academy. Exceptional teamwork, high standards and a capacity for hard work will be at the core of your success. You will be a creative thinker with an ability and determination to develop Co-op Academy Belle Vue as a beacon of excellence in all areas, in order to secure high quality outcomes for all pupils.

The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role. I would highly recommend you visit the Academy prior to your application. To arrange a visit please contact [sarah.dugdale@coopacademies.co.uk](mailto:sarah.dugdale@coopacademies.co.uk)

Scott Fletcher  
Head of Academy

The deadline for applications is 12 noon on 8th January 2023  
Applications should be emailed to [bell-recruitment@coopacademies.co.uk](mailto:bell-recruitment@coopacademies.co.uk)





## Job Description

Salary / grade range	Leadership Scale, L6 to L9
Location	Co-op Academy Belle Vue
Reports to	Vice Principal

### Main purpose

The Associate Assistant Vice Principal will focus on the improvement of behaviour, attitudes and attendance through modelling high-quality coaching and training other members of staff.

The Associate Assistant Vice Principal will seek to further the effective performance and development of the academy, its pupils, staff and community. This leader will work alongside the Vice Principal Academic Systems & Outcomes on the design and delivery of a comprehensive research leadership programme which develops leadership capacity to successfully deliver a world class culture.

The Associate Assistant Vice Principal will be a highly successful and experienced teacher in their subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. The successful candidate will have already demonstrated excellent leadership, management and communication skills and the ability to effectively drive forward change which ultimately impacts positively on the outcomes of pupils and the overall standards of a school/academy. Good teamwork, high standards and a capacity for hard work will have been at the core of their success. They will be a creative thinker with an ability and determination to develop Co-op Academy Belle Vue as a beacon of excellence in all areas - in order to secure high quality outcomes for all pupils.

It is expected that the Associate Assistant Vice Principal will have recent experience in and evidence of substantial impact on the improvement of a school/academy in areas which are relevant to this role.

### Duties and responsibilities

#### Support for Students

- Assess the needs of pupils and identify those most in need of help to overcome barriers to learning, making sure these pupils have individual behaviour plans
- Plan and deliver activities to use directly with students in a variety of settings, including one-to-one, small group and/or whole-class support. Coach staff to participate in delivering these activities
- Coach, mentor and empower pupils to be able to make informed choices about their own learning, behaviour and attendance, and to understand the links between these
- Build and maintain productive relationships with all pupils, acting as a role model and mentor

- Keep up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the academy.
- Be a visible, proactive presence around the academy, leading by example and promoting positive attitudes to teaching, learning and assessment from both pupils and staff.
- Work alongside other members of the leadership team to develop consistent expectations for behaviours for learning across the academy.
- Attend and lead on pupil voice sessions in order to gauge the views of the pupils on areas of behaviour, attitudes and attendance and use these views to further develop the provision.
- To have the highest expectations of all learners and a continual belief that they will achieve outstanding outcomes and communicate this belief effectively to all stakeholders.
- Support the reintegration of disaffected pupils and those who have been absent due to suspension
- Lead supervision of pupils suspended or otherwise not working to a normal timetable
- Work alongside the senior leadership team to develop the leadership of our culture to ensure our standards are high, students feel safe, happy and know that they belong at Belle Vue.

## Leading Progress and Outcomes

- Support the strategic development of culture so that it is world-class.
- Building a team of expert leaders to coach across the departments.
- Work alongside the Vice Principal to lead the development and implementation of a whole-school behaviour and attitudes strategy, ensuring alignment with the school's mission and values.
- Monitor & analyse on behaviour, attitudes and attendance data, identifying trends, areas for improvement, and opportunities for intervention.
- Collaborate with teachers and senior leaders to set clear behaviour and attitude expectations, and provide guidance on effective strategies to improve student outcomes.
- Work with the leadership team to enhance student engagement, motivation, and emotional well-being, leading to improved academic progress and positive attitudes.
- Provide leadership in the development of behaviour and attitude policies and procedures, ensuring consistency and fairness in their application.
- Foster a positive school culture that promotes a respectful and inclusive learning environment, with an emphasis on values-based education.
- Collaborate with other senior leaders to ensure that behaviour and attitudes are integrated into the school's overall improvement plans and strategic priorities.
- Facilitate professional learning communities to share best practices and strategies for enhancing student behaviour and attitudes.
- Support intervention and support teams, working closely with students, families, and external agencies when necessary, to address specific behaviour and attitude challenges.

## Professional development

- Lead on researching best practice and keeping up-to-date with the latest developments
- Share knowledge with staff and offer support to implement the research into their own practice

- Inform staff about the latest innovations in intervention strategies
- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own practice
- Where appropriate, take part in the appraisal and professional development of others
- Work alongside the Vice Principal to oversee the design and implementation of coaching programmes to support leadership development
- Provide professional development opportunities for staff related to behaviour and attitudes, including training sessions and coaching.
- Collaborate with teachers to create individualised professional development plans that address their specific needs and goals related to student behaviour and attitudes.
- Mentor and coach teachers in implementing effective behaviour and attitude management strategies within their classrooms.
- Develop a culture of continuous learning and improvement, encouraging staff to reflect on their practices and seek opportunities for growth.
- Establish a system for ongoing feedback and performance evaluation related to behaviour and attitudes within the school.
- Foster a supportive environment for the professional development of staff, recognising and celebrating achievements.
- Collaborate with senior leaders to ensure alignment between professional development initiatives and the school's overall improvement goals.

## Research Informed Practice

- Stay up-to-date with the latest research in the field of behaviour, attitudes & attendance, and apply evidence-based strategies to improve student behaviour and attitudes.
- Evaluate the effectiveness of existing practices and policies through data analysis and research to inform decision-making.
- Promote a culture of research and inquiry among staff, encouraging them to engage in action research related to behaviour and attitudes.
- Collaborate with external experts and researchers to assess the impact of behaviour and attitude interventions and ensure they are evidence-based.
- Develop and maintain a repository of resources, research studies, and best practices related to behaviour and attitudes to inform school policies and strategies.
- Lead the implementation of research-informed programs and interventions to address specific behaviour and attitude challenges.
- Monitor and evaluate the outcomes of research-informed practices, making data-driven adjustments as necessary to enhance student outcomes.
- Encourage a culture of critical thinking and reflection, fostering staff's ability to assess, adapt, and implement research-informed practices effectively.
- Champion a commitment to continuous improvement based on the best available research and evidence.

## Management of staff and resources

- Allocate resources effectively to support behaviour, attitude & attendance initiatives, including staff, budget, and materials.
- Monitor and assess the performance of members of the pastoral team, providing feedback and support to ensure their success.

- Collaborate with senior leaders and relevant departments to ensure that staff and resources are deployed efficiently to achieve behaviour and attitude improvement goals.
- Ensure the alignment of staff roles and responsibilities with the school's behaviour and attitude strategy, making adjustments as necessary.
- Develop and implement a communication plan to keep staff informed about behaviour and attitude initiatives, policies, and expectations.
- Collaborate with colleagues to identify and secure external resources and partnerships that support behaviour and attitude improvement efforts.

## Other areas of responsibility

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### Leadership

- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development.
- Develop and maintain a culture of high expectations, aspirations and ambitions for self and others.
- Present relevant evaluative and summary reports at both Local Governing Body and Trust level, as appropriate.
- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment and progress, behaviour and motivation through teaching which is never less than good with outstanding features.
- Challenge under-performance at all levels and ensure corrective action and follow up.
- Support the development and maintenance of academy policies and practices to ensure consistent application.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, Governors and the local community.
- Liaise effectively with all stakeholders, including families, feeder schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend Academy events.
- Contribute to, and at times lead, research projects for Co-op Academy Belle Vue and/or beyond.
- Manage budget(s) in line with areas of responsibility.
- Take assemblies and participate in break, lunchtime, before and after hours' supervision.
- Contribute to support programmes for pupils and staff that may, on occasion, include weekends and holiday periods.
- Any other reasonable duties as requested by the Head of Academy

## Key Documents Responsibility

- Relevant contributions to the Academy SEF.
- Relevant contributions to the Academy Development Plan and overall responsibility for Behaviour & Attitudes
- Relevant policy and practice contributions.
- Relevant reports to Governors, including Principal's report to Governors.

"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"

Given the rapid rate of change in education and our ambitions for continued improvement at the academy, from time to time the successful candidate may have to undertake other professional duties as directed by the Head of Academy. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.





## Person Specification

Attributes	Relevant Criteria	Essential/ Desirable
Qualifications	Good honours degree	E
	Post-graduate qualification e.g. NPQ, Masters	D
	Qualified Teacher Status	E
	Permitted to work in the UK	E
	Evidence of relevant CPD	E
Professional knowledge, skills and competencies:	Evidence of excellent classroom practise which has impacted positively on pupil outcomes	E
	Evidence of leading a team at middle or senior leadership level	E
	Delivering staff training and promoting professional development of other staff	E
	Knowledge and understanding of relevant legislation and guidance e.g. Gatsby benchmarks and an ability to ensure they are implemented effectively	E
	An ability to effectively use IT software packages which support all aspects of pupil monitoring, including CPOMS, Microsoft Excel / Google Suite etc	E
	Excellent communication skills, both written and oral	E
	An ability to translate current educational thinking into workable, operational plans.	E
	Strong analytical skills and an ability to interpret data effectively and use it to identify areas for development	E
	A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school	E
Leadership and management skills and competencies	An effective, inclusive and cooperative leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile	E
	An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources	E

	Successful experience of motivating and supporting others to improve	E
	An ability to work autonomously and prioritise conflicting demands	E
Personal qualities	The ability to motivate and inspire pupils, staff and parents	E
	The ability to work as a team and to lead others by example	E
	Strong 'presence' and the ability to command the respect of others	E
	A commitment to safeguarding, equal opportunities and inclusion	E
	An understanding, awareness and empathy for all young people	E
	A commitment to Co-operative values and the Co-op's 'Ways of Being' and a passionate commitment to developing the best in all young people	E
	A can-do approach to challenges; solutions focussed and an ability to address difficulties with positivity	E
	Be prepared to work flexibly as required	E

This post is subject to an enhanced DBS check and references.

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.

