



Co-op Academy  
Princeville



# Assistant Headteacher Candidate Pack

# Welcome from the Executive Headteacher

**Dear Applicant,**

Thank you for your interest in joining our academy.

Co-op Academy Princeville is an inspiring place to work and learn. As part of the Co-op Academies Trust, we are driven by a commitment to excellence in everything we do.

Our academy, like all schools within the Trust, is deeply rooted in the Ways of Being Co-op and our cooperative values, which serve as the foundation for everything we do. It's essential that applicants not only embrace these principles but also actively integrate them into the learning experience, using them to inspire students and raise academic standards. Our academy motto, "Learning to make a difference," is also reflected in every aspect of daily life here.

This role is a pivotal position within our Senior Leadership Team at Princeville – a fantastic opportunity for someone with passion, vision, and high expectations. You will work closely with school leaders to make a lasting impact on both our academy and the lives of young people.

As a leader, you will inspire others by example, fostering growth and development, and driving forward the continued improvement of our academy.

We are looking for an ambitious and dynamic Assistant Headteacher who is ready to help shape our future, contributing to the development and success of our school and elevating our culture from good (Ofsted, June 2024) to truly great.

This is a unique opportunity to be part of an exciting chapter in our journey. Together, we will build on our successes and strive to provide the very best opportunities for our pupils to thrive and reach their full potential.

We look forward to receiving your application.

**Rimah Aasim** | Executive Headteacher



# Welcome from Head of School

**Dear Applicant,**

Thank you for expressing an interest in this role.

We are seeking an outstanding classroom practitioner with a proven track record in Key Stage Two to join our team. This role is crucial in supporting whole-school teaching and learning, working alongside Senior Leadership, Trust Primary Curriculum Directors, and Subject Leaders to ensure that teaching remains a strength across the school and that the curriculum is delivered to the highest standards.



The ideal candidate will be driven by pupil outcomes and possess a strategic mindset, working collaboratively with others to ensure we continuously strive for improvement. As Assistant Headteacher, you will also play a key role in nurturing and developing teachers early in their careers, helping them grow into the leaders themselves. We are fully committed to supporting our staff in becoming the best educators they can be.

We welcome applications from talented and ambitious Phase or Key Stage Leaders looking to take the next step in their leadership journey. This is a fantastic opportunity to join a highly regarded Trust and an academy with strong aspirations and great potential.

If you are passionate about making a real difference in the lives of children and their families, and you believe in the power of cooperation to achieve great things, we would love to hear from you.

For an informal chat about the role and the academy, please reach out to me via email.

**Gemma Shaw** | Head of School

## Our Co-op Academies Trust

Co-op Academies Trust is a unique organisation, where you are part of something bigger, through a leading education and opportunities to serve our community, we are working together to make a better world.

From ages 3-19 Co-op Academies Trust supports students in Primary, Secondary and Special schools across the North of England, giving children the skills and experiences they need to succeed, no matter where they come from.

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

Everyone in the Trust honours our fundamental commitment to the Ways of Being Co-op. They are our DNA; they represent our culture and reflect the rationale behind our decision-making. No matter what we do, they are how we do it

Since our establishment, the Trust has grown significantly and now oversees 35 plus academies across the North West in Staffordshire, Merseyside, Manchester and West Yorkshire.

You can find out more about our Trust by visiting [coopacademies.co.uk](https://coopacademies.co.uk)



# Our Vision and Values

As part of the Co-op Academies Trust, we are guided by the Co-op's ethical values. We are proud to promote equality, fairness, and respect within our schools. These values guide everything we do, from teaching and learning to staff development.

## Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

<b>Self-help</b>	we support learners, parents, carers and staff to help themselves
<b>Self-responsibility</b>	we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
<b>Democracy</b>	we give our learners, parents, carers and staff a say in the way we run our schools
<b>Equality</b>	we believe that the voice of each individual should be heard
<b>Equity</b>	we run our schools in a way that is fair and unbiased
<b>Solidarity</b>	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:

<b>Openness</b>	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
<b>Honesty</b>	we act in a professional and respectful manner in our dealings with everyone
<b>Social responsibility</b>	we maximise our impact on the people in our communities while minimising our footprint on the world
<b>Caring for others</b>	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 18th October at 9am

Shortlisting will take place on Friday 18th October. The recruitment panel will agree a short-list of candidates who will be invited to take part in a selection process W/C Monday 21st October and if possible will consist of a visit to your current work setting.

*We want to create an inclusive environment, where everyone can contribute their best work and develop to their full potential. We celebrate our differences, and recognise the importance of our academy teams reflecting the diverse communities they support. We can make reasonable adjustments to our interview process according to your needs.*

## How to apply

All applications must be made using the Trust's application form, which can be found at [coopacademies.co.uk](https://coopacademies.co.uk)

Please return your completed application electronically to Karen Crowley on [karen.crowley@coopacademies.co.uk](mailto:karen.crowley@coopacademies.co.uk)

All applications will be acknowledged on receipt. If you do not receive an acknowledgement within three working days of submission, please contact Karen Crowley on [karen.crowley@coopacademies.co.uk](mailto:karen.crowley@coopacademies.co.uk)



## Job Description

# Assistant Headteacher

Co-op Academy Princeville

**Salary:** L6 - L10

**Reports to:** Head of School

### Purpose of the role

Responsible for leading one of the phases across the school, the Assistant Headteacher will work as a team with the Head of School and Executive Headteacher to provide professional leadership which secures success and improvement.

The Assistant Headteacher will ensure high quality education for all pupils and drive to improve standards of learning and achievement in all four phases. They will ensure that all teaching demonstrates best practice, develops relationships, supports training and development and ensures 'quality teaching first', ensuring all children make excellent progress across the academy.

### Key Accountabilities

#### Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Motivates and works with others to create a shared culture and positive climate.
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement.

#### Knowledge and Understanding of:

- What constitutes quality in educational provision, the characteristics of effective schools, and strategies for raising pupils' achievement in their phase.
- How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership of their phase.



# Job Description

## Strategic Leadership in a Designated Phase

- Foster a “can do” culture and contribute to building an effective school.
- Provide clear vision and direction to ensure high-quality teaching, successful learning, and continuous improvement in pupils’ holistic development, preparing them for adult life.
- Present accurate performance reports to stakeholders, including governors, the local authority, and Ofsted.
- Lead by example, inspiring and motivating pupils, staff, and parents, embodying the vision and purpose of Co-op Academy Princeville.
- Ensure commitment to the school’s aims, holding all involved accountable for meeting objectives and driving school improvement.

## Planning and Setting Expectations in a Designated Phase

- Support the Head of School in developing and implementing a strategic plan focused on high standards, pupil progress, and staff effectiveness.
- Anticipate challenges, think creatively to solve problems, and identify opportunities.
- Maintain high expectations for both pupils and staff.

## Teaching and Planning Pupil Learning in a Designated Phase

- The Assistant Headteacher will have a teaching commitment.
- Prioritise improvements in literacy, numeracy, and foundation subjects identified for all pupils, including those with additional needs.
- Collaborate with the Leadership Team to establish a positive learning environment that promotes effective teaching, high achievement, good behaviour, and discipline.
- Monitor and evaluate teaching quality and pupil performance, setting and meeting challenging improvement targets across school.



# Job Description

## Assessment and Evaluation in a Designated Phase

- Collaborate with the Leadership Team to monitor and evaluate the effectiveness of school policies, priorities, and targets, taking necessary action.
- Contribute to the School Evaluation Form.
- Work with lead professionals to utilise comparative data and technology to set benchmarks and improvement targets based on pupils' prior attainment.

## Relationships with Parents and the Wider Community in a Designated Phase

- Support families during the induction and well-being of new pupils.
- Keep parents and pupils informed about attainment, progress, and how they can contribute to school improvement.
- Maintain effective partnerships with parents and the wider community to enhance pupils' achievement and personal development.
- Foster relationships with local businesses and organisations to enrich the curriculum and improve teaching and learning.

## Managing and Developing Staff and Other Adults in a Designated Phase

- Maximise staff contributions to enhance education quality and foster positive relationships between staff and pupils.
- Lead by example to promote professional development and teamwork.
- Facilitate high-quality professional development through coaching and expertise-sharing.
- Collaborate with the Leadership Team to manage staff performance, including appraisals and achievement targets.
- Understand the expectations of other staff, and ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.

## Other Duties and Responsibilities

- To undertake the duties of the Head of School in their absence.
- Perform any reasonable duties as requested by the Head of School.

# Person Specification

Attributes	All attributes are essential (E) or desirable (D) as indicated below	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <p>Qualified Teacher status.</p> <p>Evidence of further professional development.</p> <p>Previous successful management experience of leading others.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A, I</p>
<p><b>Experience</b></p> <p>Excellent classroom practitioner with proven success of teaching pupils with a wide range of abilities across the primary age range, including those with Additional Educational Needs.</p> <p>Proven successful experience of parent and community involvement.</p> <p>Successful experience of working with a Governing Body.</p>	<p>E</p> <p>E</p> <p>D</p>	<p>A</p> <p>A, I</p> <p>A, I</p>
<p><b>Skills, Ability, Knowledge</b></p> <p>Understanding of what constitutes quality in educational provision and knowledge of strategies for raising pupil performance.</p> <p>Good knowledge and understanding of SEND Code of Practice and latest statutory guidance.</p> <p>Track record of thinking creatively to improve teaching and learning with demonstrable achievements on pupil performance.</p> <p>Knowledge, understanding and use of assessment and performance data to inform future planning and development.</p> <p>Understanding of community involvement in the development of high quality child-centred education.</p> <p>Committed to motivating and empowering staff in order to maximise benefit from individuals' contributions to the school.</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I, T</p> <p>A, I,</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p>

# Person Specification

Attributes	All attributes are essential (E) or desirable (D) as indicated below	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Skills, Ability, Knowledge (continued)</b></p> <p>A strategic thinker who can identify opportunities for future developments and improvements.</p> <p>A strong ability to develop and implement new ideas across a whole school to improve outcomes for children.</p> <p>Able to work in genuine collaboration with staff, governors and other stakeholders.</p> <p>Excellent interpersonal skills.</p> <p>Exceptional communicator both orally and in writing with children and adults.</p> <p>Able to plan, organise and balance multiple priorities.</p> <p>Well-developed ICT skills.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I, T</p>
<p><b>Personal Qualities</b></p> <p>An enthusiastic, positive teacher whose dynamism inspires adults and children alike to have high expectations</p> <p>Committed to promoting pupils' wider personal development and well-being.</p> <p>Committed to the Every Child Matters agenda.</p> <p>Able to develop and maintain good relationships with staff, parents, pupils, governors, other schools and the wider community.</p> <p>Flexible, positive, sensitive and open to the needs of children, their families and the school community, including its staff.</p> <p>Comfortable with a high level of parental involvement.</p> <p>Able to resolve conflicts where necessary.</p> <p>Able to carry through decisions with school stakeholders.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p>

## Additional Information

### Role would ideally suit someone who is:

Passionate about delivering the best possible outcomes for the academy's learners and its community

Genuinely interested in helping teachers to teach better and for pupils to gain a lifelong love of learning

An effective team leader

Interested in and sympathetic towards co-operative values and co-operative education

Able to champion the needs of the community

Interested in developing professional expertise with other trust academies in the area

Able to build strong networks

Totally committed to creating the best possible opportunities for pupils

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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. Appointment to this post is subject to an enhanced DBS disclosure and pre-employment checks.

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.

**Co-op Academy Princeville**

Willowfield Street

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[princeville.coopacademies.co.uk](http://princeville.coopacademies.co.uk)

01274 442164 (8am - 4pm)