



Co-op Academy  
Beckfield

**Headteacher**  
Candidate Pack



# Welcome

Dear applicant,

**Thank you for showing interest in our academy and our Trust.**

Co-op Academy Beckfield, a single form entry primary school, joined our Trust in December 2017. It was formerly known as Pudsey Tyersal Primary School but the school community were keen to change its name so our Trust agreed. This decision was made by the school community rather than the Trust. As an organisation we want to strengthen the communities we work in so we ensure that as many important decisions rest in the academies and for the benefit of their communities.

Co-op Academy Beckfield's predecessor school has encountered a number of years where despite everyone's best efforts it couldn't achieve a 'Good' overall effectiveness judgement from Ofsted. Since the Trust's involvement the academy is now getting better. It is wholeheartedly committed to co-operative values and the Trust's school improvement strategy. I have been the chair of governors since the academy conversion and I am proud of the efforts of the revamped and dynamic governing body. We are all beginning to see improvements and there is a sense of optimism around the place.

The current headteacher is moving on to new challenges and we are grateful for all she has done. We are now looking to appoint another ambitious and engaging individual who can help shape and deliver a shared vision for the future. The recent improvements have strengthened our belief that co-operative values and principles are crucially important so it is important that applicants are willing to fully embrace these. We know we must bring those values and more into the learning experiences for the pupils and use them to drive up academic standards further. We have started this well, so we have some momentum but we now need to embed the improvements across the school more securely so that all children consistently progress during their time at the academy.

The academy has many strengths including engaging and enthusiastic pupils, their families and the community and the support of one of the most successful co-operative Trusts in the country.

We would obviously welcome interest from successful head teachers wanting a new challenge or a relocation (we cover some of these costs and housing is much cheaper 'up north') as well as those from talented and ambitious deputy head teachers, with vigour and verve, looking for their first headship. For these colleagues, they will receive full support and guidance as you establish yourself in the new role.

So if you're looking for a challenge and are a committed educationalist, steeped in the skills and knowledge of school improvement, with a belief in the power of co-operation to achieve great things – please get in touch with us.

If you fancy an informal chat about the role and the academy please drop Lynda Johnson, Education Director for the academy an email - [lynda.johnson@coop.co.uk](mailto:lynda.johnson@coop.co.uk). Please consider applying if you feel you have the skills and commitment to further improve the lives of children and their families/carers at the academy. If you are successful, I can assure you we will give you all the support and encouragement you need.

A handwritten signature in black ink, appearing to read 'F. Norris', with a long horizontal flourish underneath.

**Frank Norris**

Chair of Governors and Director of Co-op Academies Trust

## Our Trust

Through a great education we 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 with academies to empower teachers and young people to work together for a better education and a better community.

We have consistently been one of the highest performing multi-academy trusts in the Government's Multi-Academy Trust League Table, 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 2019 we expect to have 20 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](http://www.coopacademies.co.uk)

## Our Values

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



## Job Description

# Headteacher

Co-op Academy Beckfield

**Salary** Group 2 | L12 - L18 (£52,414 - £60,755)

plus significant additional benefits

**Location** Tyersal, Bradford

## Purpose of the role

To strategically lead and develop Co-op Academy Beckfield in line with the co-operative values and principles, to give every pupil the highest quality education and to ensure the highest possible standards of achievement.

**Line Manager** Education Director

## Key Accountabilities

### Qualities & knowledge / Leadership

- Drive strategic leadership within the academy, and lead by example with integrity, creativity, resilience and clarity
- Demonstrate a passionate commitment to the academy, its pupils, staff and community and to the Trust
- Motivate and work with others (including the Local Governing Body, Trust and Sponsor) to create a shared culture and positive environment, based on co-operative values, ensuring that equality and diversity is reflected in school culture and practice and the learner is at the heart of everything we do
- Communicate clearly and compellingly the Trust and academy's vision and values so that it is shared, understood and acted upon by all
- Work with the whole school community to translate the vision into agreed objectives and evidence-based school development plans and policies for the organisation and its facilities, collaborating with stakeholders to set, and work to secure, school improvement objectives and ensuring that learning is at the centre of all strategic planning and resource management
- Sustain own knowledge and understanding of the education system and translate Trust and national policy in to the academy's context
- Regularly review own practice and, alongside the Chair of Governors and Education Director (and headteacher colleagues if applicable), and taking account of feedback from others and the national standards of excellence for headteachers, set personal targets and take responsibility for own development
- Knowledge of or awareness of working in diverse communities
- Further strengthen the co-operative working that exists between the Trust's academies in the region and beyond

## Pupils & Staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality
- Implement strategies, support, motivate & challenge staff, to ensure that the school delivers the highest standards of learning and care and implements a rich curriculum which is continually assessed to ensure impact on learning
- Work collaboratively with other Trust academies to build the community of schools and share and develop good educational development strategies and practice
- Lead a creative, responsive and effective learning environment which sets high expectations and challenging targets to ensure a continuous and consistent school-wide focus on pupil achievement, using data and assessment tools to monitor progress
- Ensure staff roles, responsibilities and accountabilities are clearly defined, understood and agreed and that there is effective planning, allocation and evaluation of work for teams and individuals
- Hold staff to account for their professional conduct and practice, and encourage and support them to develop their own skills and subject knowledge, and to support each other.

## Systems & processes

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding and promoting the welfare of children and young people and developing their behaviour in school and in the wider society
- Work with the Local Governing Body (LGB) and Education Director to enable the Trust to meet its statutory responsibilities and improvement targets. Welcome strong governance and active support from the LGB.
- Provide an accurate account of the schools performance to a range of audiences, upholding the principles of transparency, integrity and probity
- Ensure that all functions carried out by the school are discharged with due regard to relevant statutory legislation, including that relating to health and safety, data protection and safeguarding
- Manage the school's human, financial and physical resources effectively to achieve the school development plan
- Maintain an agreed school organisational structure, which enables effective and efficient operational practice. Recruit, retain and deploy staff appropriately; maintain effective strategies and procedures for staff induction and professional development
- Monitor, evaluate and review classroom practice to embed improvement strategies and consistently and systematically raise the quality of teaching. Use the performance management system to challenge and develop staff and, where required, tackle staff under-performance

## The self-improving school system

- Ensure that the school plays an active role in its community, collaborating with other stakeholders and agencies to ensure pupil and community needs are met and build the reputation of the school and the Trust within the community
- Grow partnerships with parents and carers to support and improve pupil achievement and personal development
- Create and promote positive strategies for challenging racial, religious and other prejudice
- Maximise the potential of the school site to provide stimulating learning environments and community facilities, and develop a vision to improve premises through consultation with stakeholders
- Provide high quality training and professional development for all staff
- Variety of strategies to promote school improvement and challenge themselves



# Person Specification

## Qualifications and Experience

- Teaching qualification
- First degree or Certificate of Education
- Holder of NPQH (or gained headship before 2004); if does not hold NPQH must have evidence of alternative relevant post-graduate qualification and a willingness to undertake NPQH upon appointment
- Relevant recent and substantial experience of senior leadership roles in schools (e.g. strong track record as a deputy headteacher and demonstrates potential to step up).
- Experience working of as headteacher.
- Able to demonstrate having achieved good or outstanding educational results especially in terms of pupil premium funding
- Awareness of working successfully in schools in a similar context to Co-op Academy Beckfield
- Safer Recruitment certificate from recognised provider (required within the first year of Headship)

Essential Desirable

X

X

X

X

X

X

X

X

## Qualities & Knowledge / Leadership

- Ability to articulate a clear future vision for the academy, and to implement a strategic plan across the whole school, identifying priorities and evaluating the impact
- Experience of working with and leading teams and individuals to implement changes across the school
- Ability to build effective relationships with staff, parents/carers, governors and other agencies, and to influence all stakeholders
- Track record of school improvement with ability to make and implement difficult decisions
- Ability to interrogate data and draw on national datasets to determine how effective teaching and learning are
- Experience of partnership/ collaboration and collaborative leadership

X

X

X

X

X

X

<ul style="list-style-type: none"> <li>• In-depth knowledge of primary education including implementing successfully key government initiatives, policies and practices and curriculum developments</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Full awareness of health and safety responsibilities so that a safe environment is maintained</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Understanding of financial processes and procedures for an academy which will have a budget in excess of £1m in due course</li> </ul>	X	
<hr/>		
Pupils & Staff		
<ul style="list-style-type: none"> <li>• Experience of implementing strategies which impact positively upon learning and create innovative learning experiences for pupils</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of implementing curriculum improvements and effective interventions to ensure pupils make good or better progress</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Effective use of assessment tools to monitor teaching &amp; learning and pupil progress, with the ability to identify excellent classroom practice to enable teachers to improve</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to lead, manage, motivate, enthuse and develop staff</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Evidence of instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes</li> </ul>	X	
<hr/>		
Systems & Processes		
<ul style="list-style-type: none"> <li>• Ability to plan and allocate work effectively</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of performance management to secure improvement in others through effective feedback, and managing under-performance of staff to a satisfactory conclusion when required</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children, including an ability to implement effective Child Protection policies and procedures, and to deal with sensitive issues in a supportive and effective manner whilst working in a multi-agency team approach</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Evidence of promoting, implementing and monitoring equal opportunities across all aspects of a school</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of successful management of school budgets</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of managing the school environment in line with health and safety regulations</li> </ul>	X	

<ul style="list-style-type: none"> <li>• Experience of developing appropriate school development plans, policies and procedures</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of working effectively with a governing body to fulfil statutory duties</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of providing performance data for a range of audiences</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Desirable: evidence of implementing changes to staffing structures to secure improvement</li> </ul>		X
<hr/>		
<b>The self-improving school system</b>		
<ul style="list-style-type: none"> <li>• Evidence of reviewing own practice and effective CPD</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to build relationships with community groups, outside agencies and other schools</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of positively promoting the school in the community</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of positively promoting the school in press and media</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience of working with parents and carers to improve pupil achievement</li> </ul>	X	
<hr/>		
<b>Personal qualities and attributes</b>		
<ul style="list-style-type: none"> <li>• Demonstrates clear moral purpose and a commitment to co-operative values &amp; principles</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Identifies with the Sponsor, and is keen to maximise the opportunities that sponsorship presents</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Communicates effectively with self-awareness and social perception</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Adaptable to changing circumstances and new ideas</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to quickly assess a situation or set of complex information to identify key relevant factors</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Approachable and enjoys being highly visible to children and parents</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Demonstrates personal impact and presence</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Demonstrates creativity and imagination to anticipate and solve problems</li> </ul>	X	

• Demonstrates commitment, reliability and integrity	•	X	•
• Demonstrates emotional intelligence and the ability to be resilient, robust and calm under pressure	•	X	•
• Is motivated by challenge	•	X	•
• Is self-motivated and able to motivate others	•	X	•

*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 the Childcare Disqualification Regulations.*

## Performance Measures

- Annual educational targets are met
- Good or Outstanding Ofsted reports
- Balanced budgets
- Improved engagement scores for staff and parents
- Staff and pupil attendance is well above national average
- Strong reputation in the community
- Strong commitment to the trust and the sponsor
- Compliance met at all levels



# Additional Information

## Financial

- Directly responsible for a budget in an excess of £1 million.

## Complexity (i.e. what makes the role complicated)

- The academy is part of Co-op Academies Trust, a successful trust sponsored by Co-op Group
- This role requires outstanding leadership and management skills for an academy with a wide range of staff
- Working with pupils, parents, carers and the wider community in a complex setting
- Driving up ambition and expectations for all pupils
- The management of a wide range of stakeholders
- Working with other Co-operative Group Academies
- Changing government policy
- Monitoring activities involving Ofsted and the DfE

## Decision making authority/autonomy

- Determine, in consultation with senior leaders and staff, the school improvement plan for the academy
- Set annual and three year budgets for approval by the Governing Body and the Trust Board
- Responsible for the successful implementation of performance management arrangements for all the academy staff
- Manage succession planning, developing talent and recruitment
- Determine decisions on development and implementation of operational and strategic plans
- Develop approaches to the successful delivery of the curriculum
- Establish the ethos and learning environment ensuring that its reach extends to all members of the local community

## 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

## General Enquiries

Any general enquiries should be directed to [Ross Dyson at ross.dyson@cal.coop](mailto:ross.dyson@cal.coop)

## Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with [Lynda Johnson, Education Director, at lynda.johnson@coop.co.uk](mailto:lynda.johnson@coop.co.uk)

## How to apply

All applications must be made using the Trust's application form.

Please return your completed application electronically to:

[Ross Dyson at Ross.dyson@cal.coop](mailto:Ross.Dyson@cal.coop)

All applications will be acknowledged on receipt. If you do not receive an acknowledgement within 3 working days of submission, please contact [Ross Dyson at Ross.dyson@cal.coop](mailto:Ross.Dyson@cal.coop)

**The closing date for applications is 26 November**

## Interview timetable

Shortlisting will take place on 30 November . We may carry out some short initial discussions by telephone prior to this.

The recruitment panel will agree a short-list of candidates who will be invited to a interview on Monday 10 December and Tuesday 11 December.

## Relocation Package

There is a relocation package available with this role. To discuss this please speak to [Ross Dyson at Ross.dyson@cal.coop](mailto:Ross.Dyson@cal.coop)

*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.*

**Co-op Academies Trust**  
1 Angel Square, Manchester, M60 0AG

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

