



Academies Trust

Co-op Academy  
Delius  
Teacher SEN Vacancy



# Welcome

Dear Applicant,



I am delighted that you are interested in the role of class teacher at Co-op Academy Delius.

Co-op academy Delius is a Primary Special school for pupils aged 2-11yrs in the city of Bradford. The academy is based across two sites, one in BD3 and one in BD7.

This is a fantastic opportunity to join our ambitious and successful teaching team.

As an academy we are committed to providing our employees with opportunities to continue their professional development and I can proudly say that as a result of this many staff secure career progression within the academy when opportunities arise.

Following a recent positive Ofsted inspection in September 2023, it is an exciting time to join our school as we continue on our journey to become an outstanding school where children and young people can thrive and achieve their full potential.

We are looking for talented and dedicated individuals who can support our ambitious vision for the future. I look forward to receiving your application to join our team of staff who are committed and have the drive to provide the highest quality of education, environment and experiences for the exceptional pupils who attend our academy.

Our academy is full of incredibly talented pupils and staff who are seen and known as individuals and I encourage you to explore our website to learn more about our academy which is a truly amazing place to learn or work.

If you would like to visit or discuss the role informally with myself, please contact Angela Malloy in the first instance on 01274 666472 or via email [angela.malloy@coopacademies.co.uk](mailto:angela.malloy@coopacademies.co.uk) to arrange.

With best wishes

Emma Hardaker

Headteacher

# Our Co-op Academies Trust

Dear Applicant,

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

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academy Trust as the next stage in your career.

Best wishes,

**Dr Chris Tomlinson** | [Chief Executive Officer](#)

## Our Co-op Values

All our values are based upon the values of the Co-op Group which will inform our behaviours.

- **Self-help:** We do not expect to be spoon fed – we will try to do things for ourselves in the right way and at the right time.
- **Self-responsibility:** Everyone should act in a responsible way around the academy site and in the local community. We take responsibility for our own learning; we want to become independent learners. Self-help; Self-responsibility; Democracy; Equality; Equity; Solidarity.
- **Equality:** We are proud to be part of a very multicultural academy, with students from all over the world; it is important that we treat each other with respect and accept that others may be different from ourselves. We should all have equal chances to succeed.
- **Equity:** We want to look for the best in each other. Rewarding others fairly to encourage all types of achievement.
- **Democracy:** We will contribute our ideas to make the academy a success.
- **Solidarity:** We can achieve more by working together, rather than as individuals.



## 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**





Academies Trust

# Teacher SEN

## Job Description

Salary / grade range	UNQ (range: £20,598pa - £32,134pa) MPS (range £30,000pa - £41,333pa) UPS (range £43,266pa - £46,525pa) Plus, SEN Allowance £2,539pa
Location	Co-op Academy Delius
Reports to	Responsible to the Headteacher, Senior Leaders and Pathway Lead through the school's leadership and management structures.
<p><b>Purpose of role:</b></p> <ul style="list-style-type: none"><li>• To plan, implement and deliver an appropriate and adapted curriculum for all pupils.</li><li>• To contribute to the development and success of the pathway you work in.</li><li>• To lead a designated curriculum subject area where appropriate.</li><li>• To contribute to raising standards of pupil attainment.</li><li>• To monitor and assess pupil progress to improve their quality of learning and personal growth.</li><li>• To be committed to meeting the needs of the whole child.</li><li>• To undertake the professional duties outlined above by having regard to national standards.</li></ul>	

### Key accountabilities (and specific duties / responsibilities):

- Responsible for the effective and efficient use of any staff who support the post holder in their delivery of teaching and learning and any other responsibilities related to the role.
- To teach pupils assigned to the teacher and to ensure that planning, preparation, recording and assessment meet their varying learning and social and emotional needs.
- To be prepared to teach across the SEN and age range of the academy.
- Assist in the development of the curriculum, programmes of study, resources, and teaching strategies within the school.
- To set challenging targets for pupils learning based on prior attainment.
- To devise, contribute to and implement statutory assessment, annual reviews and Personalised Learning Goals (IEPs).
- To implement and follow school policies and procedures.
- Use ICT to support learning and teaching and raise standards.
- To meet with performance management team leaders to set and review appropriate objectives in line with personal, professional school priorities.

### Professional expectations

- Put pupils first and their safety foremost.
- Follow Standard Operating Procedures and contribute to their review.
- Work as partners with class teams by taking part in briefings and collaborative pathway discussions.
- Liaise with parents and other partners.
- Rigorously apply school policies and ensure procedures are followed.
- Participate in supervision duties.
- Participate in professional development opportunities.
- Contribute to a positive safety culture.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Contribute to the overall ethos/work/aims of the academy.
- Contribute to Co-op's overall vision, values and guiding principles.
- Attend and participate in continuous professional development opportunities and participate in collaborative academy development working parties.



- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting any concerns
- To carry out any other reasonable request as and when required
- Model the Ways of Being Co-op for staff and students in their Pathway to follow:
  - Do what matters most
  - Be yourself always
  - Show you care
  - Succeed together

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities

### 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) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>● Honours degree or equivalent</li> <li>● Qualified Teacher Status</li> <li>● Higher degree qualification</li> <li>● Postgraduate SEN course</li> </ul>	Desirable Desirable	A A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>● Successful teaching experience with pupils with a wide range of SEN.</li> <li>● Experience of planning, resourcing and delivering an adapted curriculum.</li> </ul>		A / I A / I



	Desirable Desirable	A / I A / I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>● A personal commitment to equal opportunities, diversity and promoting good race relations.</li> <li>● Candidates should indicate an acceptance of and commitment to the principles underlying the Co-op's Equal Rights policies and practices.</li> <li>● Ability to relate well to pupils and adults.</li> <li>● Ability to work constructively as part of a team.</li> <li>● Ability to remain calm under pressure.</li> <li>● Good co-operative, interpersonal and listening skills.</li> <li>● Ability to demonstrate openness, good humour, energy, enthusiasm and a sense of proportion.</li> <li>● Flexible and willingness to accept change.</li> <li>● Ability to maintain confidentiality.</li> <li>● All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.</li> <li>● Trained in Equality of Opportunity.</li> </ul>	Desirable	A / I  A / I  A / I A / I A / I  A / I A / I A / I  A / I

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 with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

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.

## Wellbeing & Benefits

What we do here really counts and we offer a range of benefits and rewards to recognise the part you play in our success.

- Excellent opportunities for personal and career development within the Co-op Academies Trust
- We offer competitive salaries and access to the Teacher Pension Scheme
- Employee benefits such as; Co-op Colleague membership offering 30% off most branded products, reduced gym membership, cycle to work scheme, travel season ticket loans, 24-hour access to free money support, discounts on insurance, legal services, eye care, flu vaccine and much more
- Free access to a confidential 24/7 Employee Assistance Programme called Health Assured. This a free and confidential support service available to you whenever you need it. And, because we understand that your family's emotional wellbeing is just as important as your own, it's also available to your spouse or partner and any children over the age of 16 living at home with you.
- Effective, supportive and dynamic leadership
- A superb, school building with a wealth of resources
- A welcoming, friendly, supportive, effective senior leadership team
- Continuing professional development.

## How to apply

Applications must be on our application form (returned in Word or Google Doc, not pdf format), which is available along with other supporting information on Delius website:

<https://www.deli.us.coopacademies.co.uk>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Delius Human Resources: [hr-deli.us@coopacademies.co.uk](mailto:hr-deli.us@coopacademies.co.uk)

**Completed applications should be submitted to [hr-deli.us@coopacademies.co.uk](mailto:hr-deli.us@coopacademies.co.uk)**

In line with our Safer Recruitment processes, appointment to this post is subject to an enhanced DBS disclosure.

## Recruitment Timescales

<b>Visit day at Delius:</b>	<b>23 April 2024 09.30am</b>
<b>The closing date for applications is:</b>	<b>7 May 2024 12 noon</b>
<b>Recruitment selection date:</b>	<b>15 May 2024</b>

### **Co-op Academy Delius**

#### **Our address at BD3:**

Barkerend Road, Bradford, West Yorkshire, BD3 8QX

Telephone: 01274 666472

#### **Our address at BD7:**

Princeville Street, Bradford, West Yorkshire, BD7 2AH

Telephone: 01274 062580

*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.*

*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. 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.*



## Guidance for applicants

### Additional information about the Trust

It's the staff in our academies who drive improvement on a day-to-day basis, and we're looking for colleagues who want to make a real difference to the lives of the children they work with; who want to challenge the consequences of poverty and disadvantage through education; who are committed to their own professional development and who want to be outstanding teachers, classroom assistants, administrators, leaders, and support workers across a wide range of roles in our academies.

If you are applying to work in one of our academies, further information can be found on their website. This will include news and general information about the academy, often including an introduction from the Headteacher/Principal, and copies of local policies - such as their Child Protection Policy.  
<https://www.coopacademies.co.uk/about-us/ouracademies/>

For more information about Co-op Academies Trust  
<https://www.coopacademies.co.uk/>

What is it like to work for us?  
<https://www.coopacademies.co.uk/working-co-op-academy/>

Benefits offered  
<https://www.coopacademies.co.uk/colleagues/benefits/>

Career support  
<https://www.coopacademies.co.uk/colleagues/career-support/>

### Advice on completing the Application Form

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application form will be treated as confidential.



## Both parts of the Application Form must be completed

Our Application Form is in two parts - Part A and Part B. Both parts must be completed and returned for your application to be considered by us. Please ensure that you create a personal reference number as instructed on each part of the application form. As part of our commitment to Equality and Diversity, we separate your personal details (Part A) from the rest of your application form (Part B) before it is given to the shortlisting panel.

## Examine the information pack

Make sure that you read all of the information that you have been provided with about the role, the academy and the application process.

## Presentation

- Use a **black pen** or type your Application Form.
- Check the spelling and that you have answered every question.
- Remember to sign the Application Form to declare that the information you have provided is accurate.
- Always keep a copy of the Application Form for reference.
- Ensure that you send the form to the correct address.
- Ensure that your Application Form arrives before the closing date, it is not our policy to accept late applications (although exceptions may be allowed in the case of disabled applicants who receive information in a different format, or who have difficulty in completing an Application Form).

## Completing the application form

- **General.** Ensure that you read the application form fully before you write anything. Write out your application form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.
- **Employment Experience.** Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.
- **Qualifications.** Where specific qualifications are required for the position, this will be included in the Job Description and Person Specification. It is important that you demonstrate on the application form that you have the relevant examination results and grades asked for. If your application is successful you will be required to provide verification of these qualifications. Make sure you include any NVQ's which you are working towards or have obtained if you are applying for a non-teaching post.





- **References.** In line with Department for Education guidance “Keeping children safe in education” we will generally contact referees to seek references before interview. If you object to your references being sought at this stage you may indicate this on the application form, or by contacting the recruiting manager.
- **Additional pages.** If you run out of space on the form you may attach additional pages (**please ensure you clearly write your name and the job you are applying for on each additional sheet you submit**); but **in no circumstances should this exceed 1,500 words**. This restriction does not apply to those applicants who declare a disability and, provide additional information, in order that consideration may be given to a reasonable adjustment.
- **CV’s WILL NOT** be accepted, with the exception of disabled applicants who have difficulty completing the standard application form.

## Information in support of application

This section of the form is your opportunity to tell us about yourself and why you are applying for a post with Co-op Academies Trust, and the particular Academy where the post is based. Please refer to the job description and person specification, and describe how your **experience, knowledge and skills** meet the requirements for this job.

Top tips:

- Please read the Job Description and Person Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position? For example, would it be a promotion or, alternatively, a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out skills, knowledge and experience required by the Job Description and Person Specification and provide evidence / examples to show you possess them.
- Be as concise as possible: any additional information included should relate specifically to the post applied for.
- **Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the Person Specification that can be assessed from the application form.** You must therefore, give evidence which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.
- Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.



- Above all, gear your application to this specific job.
- Internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.

## Equal opportunities

Co-op Academies Trust is committed to offering equality of opportunity in employment regardless of race, sex, marital or civil partnership status, sexual orientation, religion or belief, disability or age. To monitor effectiveness of Diversity & Inclusion policies you are therefore requested to provide this information on the Application Form.

## Disabled applicants

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post, or to provide specialist equipment by way of a reasonable adjustment. You are asked to indicate in the 'Personal Information' section of the Application Form whether your disability may prevent you from undertaking any of the duties of the post and why.

If you have difficulty completing the Application Form due to your disability you may alternatively submit a CV. However, this should still follow the same format as the Application Form, and you should ensure that you demonstrate how you meet the essential criteria in the person specification. Disabled applicants who meet the essential criteria of a vacant post will usually be offered an interview. You are asked to indicate in the 'Personal Information' section of the Application Form any arrangements which may need to be made in order for you to attend an interview.

## Canvassing

You must not canvass members of the Academy's Governing Body or Academy staff who are part of the recruitment and assessment process. This means you must not seek their support or attempt to ask them to influence the decision – if you do, you will be disqualified.

## Criminal convictions

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act (Exemptions) Order 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is given below.



Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Where a role involves engaging in regulated activity relevant to children, schools and colleges, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Further information is contained in Co-op Academies Trust's policy statement on the recruitment of ex-offenders (see below).

## Childcare disqualification regulations

These regulations apply to some posts within our academies. If this is the case, you will be asked to complete a separate declaration form if offered the post.

## Other pre-employment checks

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. It follows robust recruitment, selection and induction procedures, which includes pre-employment checks including, but not limited to, Teaching Regulation Agency checks; e.g. prohibited list, General Teaching Council for England sanctions, s128 prohibited from management, European Economic Area, and Disclosure & Barring Service (DBS) checks.

## Policy statement on the recruitment of ex-offenders

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. Registered Bodies and employers who are Regulated Activity Providers (including schools) are obliged to have a written policy on the recruitment of ex-offenders, which is available to DBS applicants at the outset of the recruitment process.

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, The Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, pregnancy and maternity, ethnicity, culture, age, disability, sexual orientation, gender identity, religion or belief, marital and civil partnership status, education,



learning styles, caring responsibilities or offending background.

3. A summary of this policy on the recruitment of ex-offenders is available to all DBS applicants on request.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, knowledge and experience.
5. As a Regulated Activity Provider (RAP) most paid employees of the Trust are in regulated activity with children and therefore subject to checks of the DBS children's barred list in addition to enhanced DBS certificate.
6. In relation to volunteers and contractors, we only request a DBS check after a risk assessment had indicated that one is both proportionate and relevant to the position concerned.
7. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
8. We expect shortlisted applicants to provide details of any criminal record history that is not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) prior to interview. This is done using the disclosure at Annex 6 in our Safer Recruitment Policy.

Applicants should disclose details of any unspent convictions, cautions, reprimands, bind-overs and final warnings you may have in addition to any criminal proceedings pending against you. You should not disclose any criminal history that would be protected or filtered.

If the completed disclosure is not returned prior to interview, the Trust reserves the right to withdraw the offer of interview.

9. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Disclosed information will only be considered for shortlisted applicants. Disclosures for applicants that are not shortlisted will be confidentially destroyed and will not be considered during the recruitment process.
10. We ensure that everyone within the Academy who is involved in the recruitment process has been suitably briefed to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and its amendments and know how to access advice and support.



- 11. At interview, or on a separate occasion, we ensure that an open and measured discussion takes place on the subject of any relevant offences or other matter that may be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 12. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our HR team or another trained member of our Senior Leadership Team.

## What will be filtered by the DBS?

Since May 2013, standard and enhanced checks no longer disclose ALL cautions and convictions. Following a Court of Appeal ruling, the Government introduced a process of 'filtering'.

### How it works

'Filtering' is similar in its concept to the rehabilitation periods under the Rehabilitation of Offenders Act 1974. However, instead of establishing what is 'spent' and so what doesn't get disclosed on a basic check, 'filtering' establishes what *doesn't* get disclosed on a standard or enhanced DBS check. Information that is filtered will be removed from a DBS check automatically the next time you apply for one. But it doesn't get 'removed' or 'wiped' from police records. In practice, it means that if you're applying for a job or role that involves a DBS check, you are legally entitled to withhold the details of anything that would now be filtered.

### What it applies to

**Cautions** – Multiple cautions can be filtered, so long as the offences are eligible, and the relevant time period has passed for each. Each caution is dealt with separately in terms of when it's filtered.

**Convictions** – Only single convictions that didn't lead to a suspended or custodial sentence can be filtered, so long as the offence is eligible, and the relevant time period has passed.

### Types of offences

Eligible for filtering	Not eligible for filtering
Common assault	Offences involving violence
Drunk & disorderly	Safeguarding offences
Many motoring offences	Sexual offences
Drugs offences only involving possession	Drugs offences involving supply
Theft (where no violence is involved)	



## Filtering periods

<b>Age</b>	<b>Caution</b>	<b>Conviction</b>
Under 18	2 years	5.5 years
Over 18	6 years	11 years

## For more information

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>