# Co-op Academy Delius: Bradford

# Permanent Position

**September 2021**

**FULL TIME PERMANENT ASSISTANT HEADTEACHER**

**Salary: L5 £46,566 – L9 £51,402**

We’re looking for a passionate and dedicated Assistant Headteacher to join us at Co-op Academy Delius. We’re a high achieving and friendly academy, with two sites for pupils aged 2-11 years with a range of complex educational and medical needs. Our vision is to offer outstanding, inclusive, and enjoyable lifelong learning to our pupils, as well as supporting their families, our staff and the wider community.

As an Assistant Headteacher, we’ll look to you to help drive school improvements and make a real difference for our pupils. As well as possessing the right skills and experience, we’ll need you to have bags of enthusiasm, and the ability to really connect with our pupils and put their needs at the heart of everything you do.

We’re led by our Co-op values of self-help, self-responsibility, equality, equity, democracy and solidarity. We believe that there’s no place more important or fulfilling for people to apply those values than in an amazing academy like ours.

**What you’ll do:**

* help to provide an outstanding environment for our pupils and their families
* lead, inspire and develop our committed staff team
* work collaboratively with governors, multi-disciplinary colleagues and other partners
* drive school improvement, relishing the challenge of shaping our future
* lead on maintaining excellent standards in quality of education and the welfare of our staff and pupils

**This role would suit people who have:**

* a highly motivated, enthusiastic and solution-focused approach
* a good track record of raising standards and curriculum leadership
* a commitment to developing and providing high quality SEND teaching
* exceptional leadership skills with the ability to bring out the best in your team
* a passion for providing pupils with the best possible experience

More details about the school are available at: https://delius.coopacademies.co.uk/

Interested candidates are requested to download an application form from <https://delius.coopacademies.co.uk>, <https://www.coopacademies.co.uk/>, or email [katy.whitehead@coopacademies.co.uk](mailto:katy.whitehead@coopacademies.co.uk).

Visits to the school are encouraged and have been arranged for Tuesday 11th May 2021 at 10am. To book a visit at this time or if you cannot make this time please contact Katy Whitehead on the below number. Alternatively you can email to book a visit at **katy.whitehead@coopacademies.co.uk** or call 01274 666472.

Closing date for application: Monday 17th May 2021 at 12 noon

Interviews: Thursday 20th May 2021

This role is customer facing and therefore in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.

The successful candidate must have good references and an enhanced check with the Disclosure and Barring Service and a medical declaration.

The post is subject to a successful probationary period, as are all posts.

“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”

**Co-op Academy Delius**

**Job Description**

**Assistant Headteacher**

**L5 - L9**

**Job Purpose**

To inspire, motivate and influence staff and pupils, to secure the highest standards of

learning and teaching in order to promote the highest standards of progress and development for pupils

To work collaboratively to allow pupils to be safe and happy at school and enabled to be successful learners who achieve their potential.

To be accountable for raising standards through leadership of school improvement areas.

To engage all relevant staff collaboratively in the development of the academy.

To demonstrate effective and creative leadership in order to secure sustainable school improvement.

To provide professional leadership which secures success and improvement in the academy, ensuring high quality education and care for the pupils.

**Core Duties**

To undertake the role of an exemplary teacher (part time)

To lead a pathway

To work as part of the leadership team in order to support the strategic leadership of the school.

To work as part of the leadership team in order to support human resource processes and procedures

To provide access to expertise and professional development for staff, through formal and informal approaches to training and CPD.

To lead colleagues in order to raise attainment and secure school improvement.

To lead by example and take a leading role in developing leadership in others, through the CPD programme.

To be an excellent role model for all members of staff and students and to maintain a positive and visible presence around the school.

To work collaboratively in order to monitor, review, evaluate and improve learning across the academy.

To comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description.

To ensure procedures are understood and followed in order to safeguard our students and colleagues.

**Specific duties:**

To fulfil the duty of an Assistant Headteacher to act as a 'Teacher in Charge' by managing

daily operations in line with school policies and procedures

To be accountable for measuring, monitoring and improving standards within Co-op Academy

Delius.

To evaluate colleagues' work and provide supportive feedback securing improvement.

To ensure that there is a robust team approach to quality assurance and that it leads to increased pupil progress.

To develop the distributive leadership model and maximise the contribution and collaboration

of all staff.

**Professional expectations**

Leaders will:

● Put students first and their safety foremost;

● Ensure that safe systems of operation are in place, are known and followed

* Make efficient & effective use of resources
* Model good professional practice in all areas of the school's business
* Demonstrate consistent compliance with school policies, codes of conduct etc.

● Consider all staff's interests equally & respond to staff fairly and with regard to the school's priorities;

● Use all means to overcome barriers to learning and achievement;

● Support the professional development of colleagues;

● Participate in professional development opportunities;

● Model the Ways of Being Co-op for staff and students to follow:

○ Do what matters most

○ Be yourself always

○ Show you care

○ Succeed together

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| **ASSISTANT HEADTEACHER PERSON SPECIFICATION** | | |
| **Qualifications & Training** | **Essential** | **Desirable** |
| Qualified teacher status | ✔ |  |
| A degree or equivalent | ✔ |  |
| Post graduate SEN qualification |  | ✔ |
| Relevant leadership qualifications e.g. SENDCo, Leadership such as SLE, National Qualifications in leadership and willingness to train in such areas |  | ✔ |
| Examples of own successful and sustained personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role in the last 3 years. | ✔ |  |
| **Experience** | ✔ | **Desirable** |
| Successful experience in leadership and management of teachers in a special school or specialist SEN setting | ✔ |  |
| Successful teaching experience in the primary phase, including within specialist SEN settings | ✔ |  |
| Successful experience of monitoring, evaluating and improving pupil achievement, attainment, personal development, engagement and well-being across a school. |  | ✔ |
| Trained in/experience in PMLD /ASC/ SLD approaches as required for job role | ✔ |  |
| Experience of successfully challenging underperformance of staff and pupils. | ✔ |  |
| Successful experience of implementing strategies to improve pupil attainment and progress and to remove barriers to learning. | ✔ |  |
| Successful experience of managing change in an educational setting | ✔ |  |
| Successful experience in the leadership of teams. | ✔ |  |
| Evidence of delivering continuing professional development to staff | ✔ |  |
| Experience of working with outside agencies in order to promote pupil achievement and wellbeing. | ✔ |  |
| Ability to communicate with a range of audiences, such as successfully representing a school in a local or regional forum |  | ✔ |
| Knowledge of the Education Acts and SEN Code of Practice. | ✔ |  |
| Experience of the implementation of human resource activities |  | ✔ |
| Experience/ability to actively engage with parents and families, including out of hours events when required. | ✔ |  |
| **Special Knowledge & Skills** | **Essential** | **Desirable** |
| A secure understanding of leadership and the contribution it makes to school improvement. | ✔ |  |
| High level organisational and management skills. | ✔ |  |
| The ability to communicate vision and strategy effectively and persuasively in a variety of contexts. | ✔ |  |
| The ability to evaluate colleagues' work and provide supportive feedback securing improvement. | ✔ |  |
| An understanding of issues related to improving the quality of provision and practice in schools. | ✔ |  |
| An understanding of strategies to improve communication skills, engagement and behaviour in a range of educational settings. | ✔ |  |
| A knowledge of Britain's minority cultures and a commitment to learn about all Bradford's communities. | ✔ |  |
| An understanding of equal opportunities in special and primary education. | ✔ |  |
| An understanding of current educational issues and relevant legislation. | ✔ |  |
| A working understanding of the inspection framework and its implications for school leadership. |  | ✔ |
| A good fit with the values of the Co-op Academies Trust | ✔ |  |
| Able to coach and mentor in key areas of responsibility | ✔ |  |
| Able to motivate, inspire and reassure pupils and staff | ✔ |  |
| **Personal Attributes** | **Essential** | **Desirable** |
| A proactive leader with the desire to be accountable for delegated areas of responsibility. | ✔ |  |
| Personal impact and presence which communicates clear values and clear principles. | ✔ |  |
| Emotional intelligence with the ability to recognise and manage stress effectively in self and others. | ✔ |  |
| Self confidence and the ability appropriately to challenge the thinking of colleagues and others at all levels. | ✔ |  |
| The ability to inspire, enthuse and motivate all members of the school community. | ✔ |  |
| Openness, good humour, energy, enthusiasm and a sense of proportion. | ✔ |  |
| Commitment to professional development in self and others. | ✔ |  |
| Commitment to the principles of inclusive education. | ✔ |  |
| Resilience, self-motivation, stamina and the ability to undertake a variety of roles in a pressurised and demanding context | ✔ |  |
| High levels of integrity, honesty and credibility | ✔ |  |
| Models best practice and conduct in all areas of school life including excellence in the quality of education provided and the wider life of the school and its community and partnerships. | ✔ |  |
| Effective liaison with the Local Governing Body and a good understanding of their role and that of the Trust | ✔ |  |
| Able to establish and develop good relationships with all involved in the school, being approachable and professional. | ✔ |  |
| **Safeguarding** | **Essential** | **Desirable** |
| An understanding of and commitment to safeguarding and promoting the welfare of children and young people and being  vigilant in its implementation. | ✔ |  |