



HORBURY ACADEMY

RECRUITMENT PACK



A MEMBER OF
Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in Horbury Academy. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

I have enormous pleasure in inviting you to consider joining Horbury Academy and becoming part of a team of staff committed to the pursuit of excellence.

We are keen to appoint individuals who have vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

We believe that outstanding staff, not only teaching staff but support staff as well, are the key to our success. We see all staff as key members of our team. We are looking to appoint someone who recognises the importance of their contribution to our learning community.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form College, Horbury Primary Academy, Middlestow Primary Academy and South Ossett Infants Academy as part of Accord Multi Academy Trust. We feel this is both exciting and enriching for the academy and all staff and pupils.

The vision of our partnership is that Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing staff and pupils access to an even better range of opportunities in order to achieve excellence.

Horbury is a happy academy and we are keen to appoint like-minded individuals who have a positive outlook, a 'can do' attitude to all aspects of their role; and who enrich the lives of learners and ensure they are always at the centre of their thinking.

I am extremely proud to lead Horbury Academy and to work alongside such a talented body of pupils and staff, who are fully committed to working as a team. If you feel that you have the vision, drive and energy to support and contribute to the academy's further continued improvement, then we would be delighted to hear from you.

Yours sincerely,



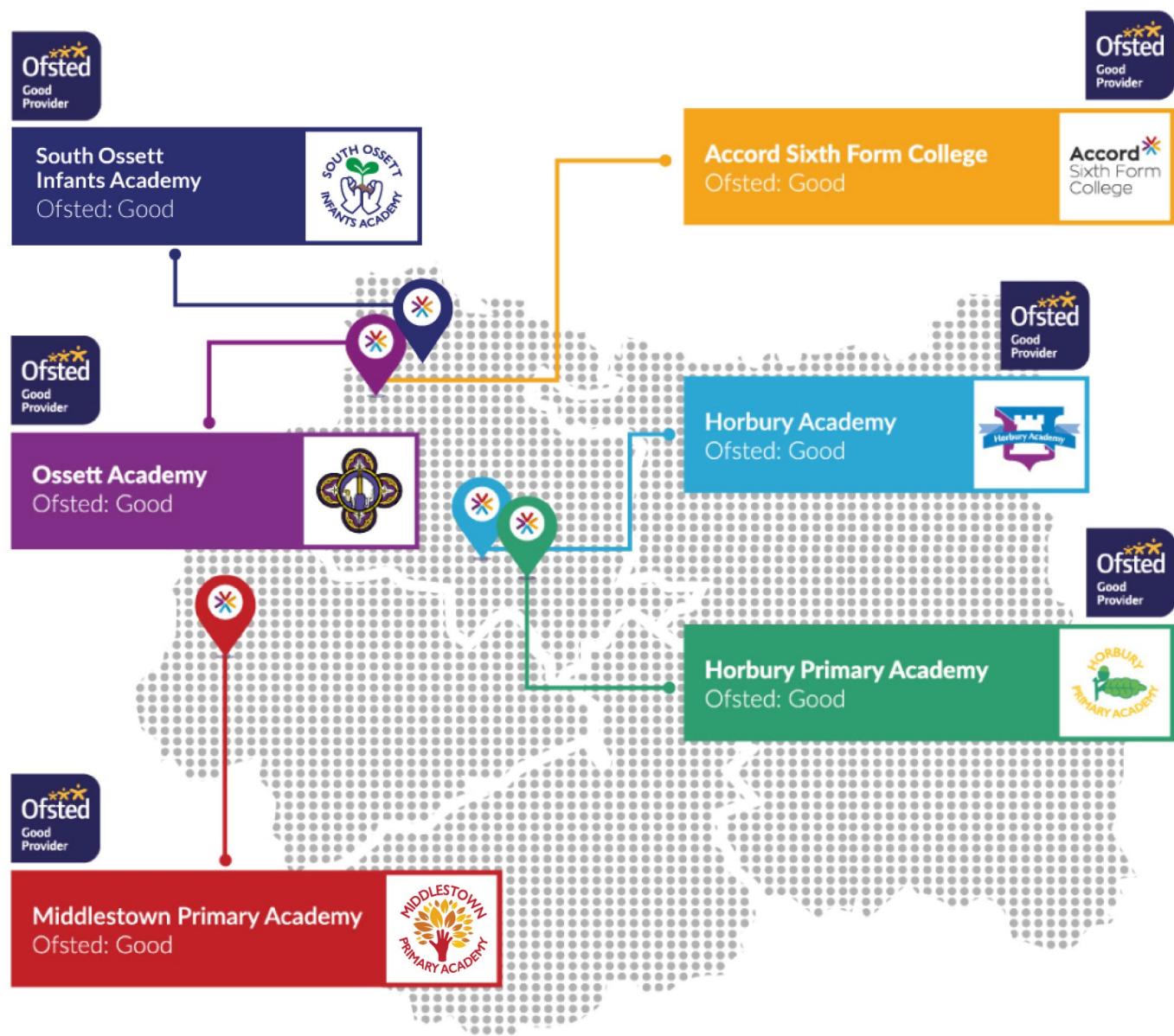
Nick Ash
Head of Academy

ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016. The founding members of the Trust were Horbury Academy and Ossett Academy & Accord Sixth Form College, joined in December 2016 by Horbury Primary Academy and Middletown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.

Accord Multi Academy Trust is currently working through the legal transfer process to merge with Maltby Learning Trust and create a brand-new entity, Place Partnership Trust, which is anticipated to formally launch in September 2026.

Place Partnership represents the unification of two established and respected education providers with shared values, strong regional reputations, and a commitment to improving life chances for children and young people across South and West Yorkshire. With complementary strengths, a track record of school improvement, and aligned visions, the new Trust is positioned to create a more resilient, future-focused partnership that enhances educational outcomes, professional development and community engagement.



The overarching vision for the Trust is to work in one

'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.'

Our academies work on the following key principles:



Ambitious for our young people and staff;



Creating a positive climate and an ethos for learning and success;



Collaborative to secure the best possible learning experiences for young people and staff;



Opening doors for parents, carers and the community and being fully inclusive;



Resilient in order to develop in young people and staff a mindset for success;



Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations of what every child can achieve regardless of their context or starting point.

Having consolidated our position as a multi academy trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



WHY WORK FOR THE TRUST?

Accord Multi Academy Trust is based in Wakefield; all five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three-mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, and sporting groups, which currently include a running club and weekly staff football matches.



Accord 
Sixth Form
College

As a Trust we are committed to providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme—providing 24/7 access to trained counsellors
- Salary Sacrifice Schemes—including Cycle2Work and SmartTech Schemes (*eligibility restrictions may apply*)
- Access to a wellbeing centre and WISDOM app

Another exclusive benefit for all colleagues is access to a Corporate Paid Health Care Cash Plan through Westfield Health. This provides access to valuable health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical, dental care and therapy treatments. This plan also provides 24/7 access to a GP Service for employees and their dependants through Doctorline.

In addition to this, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a generous pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for Accord Multi Academy Trust can be found [here](#).



Accord Rewards

We partner with Reward Gateway, who provide our employees with access to a range of retailer discounts, cashback schemes, 24/7 access to support through an Employee Assistance Programme and salary sacrifice schemes, including Cycle2Work and SmartTech.

Our Westfield Health partnership gives employees access to a range of Health & Wellbeing Services, the ability to claim back healthcare costs and 24/7 access to a GP service.



Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with 02 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



“

I have the benefit of working between the Trust and our academies, so I get to see the whole vibrant spectrum of school life across Accord. Although I am in a non-teaching role, working in education is a truly rewarding and unique experience. Knowing that the work I do is part of a wider commitment to ensuring young people thrive and succeed is extremely fulfilling. I have been given opportunities to lead, and I have always been made to feel that my voice matters.

Sophie

Communications & Marketing Lead

“

I originally commenced in the Trust Central Team and was later promoted to Assistant Accountant and given the opportunity to complete my Level 7 Accountancy qualification through an apprenticeship. I wouldn't be finding my apprenticeship nearly as enjoyable or successful without the support I receive from my line manager and colleagues. I thrive on opportunities to further my understanding in what I have learnt. Executing my learning through my daily work gives me a sense of satisfaction. I am given dedicated study time and advice on how to further my professional image within the organisation and gaining that final qualification at the end of this journey.

Darren

Assistant Accountant



WHY WORK AT HORBURY ACADEMY?

- Horbury Academy is a mixed 11-16 academy, situated on the outskirts of Wakefield. The school was founded in 1963 as Horbury Secondary School.
- Our new build was constructed in 2009, with purpose-built facilities which include ramp and lift access throughout, as well as accessible toilets.
- Our site offers several areas aimed at pupils with SEND, whether they require one-to-one/small group tutoring, or simply a safe space to regulate. Our academy aims to be fully inclusive for all pupils and staff members.
- We are immensely proud of our academy, staff and pupils. We strongly believe that all pupils are entitled to experience the full breadth of education, reflected through our curriculum model which encourages learners to study a broad range of subjects.
- Alongside our extensive academic and extra-curricular offer, we provide excellent pastoral care for our pupils, tailored to their individual needs.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can utilise their first working day to meet colleagues and complete their induction/transition, before entering the classroom and/or workstation for the first time.
- Our Trust promotes a one-Trust culture, in which our colleagues work as part of a wider team which spans all our academies.
- As a Trust we provide extensive opportunities and resources for career development, and encourage colleagues to take responsibility in leading their own progression.



“

"In 2017 I came to the Trust as part of the Initial Teacher Training programme and have been working at Horbury Academy since the start of the 2017/18 academic year. During my time at Accord I have felt fully supported by my department and also the wider academy. This has allowed me to take advantage of plenty of great opportunities that have helped develop me as a teacher and enabled me to progress with my career as a teacher and a leader."

Tony

Curriculum Team Leader of English



“

"I started working at Horbury Academy in the school's busy kitchen. An opportunity arose for the Science Technician role which I applied for and was successful! Working in the science department has given me many new skills as well as receiving first class training from experienced staff. I continue every day to develop and grow thanks to the academy."

Jayne

Science Technician





ADVERT

ASSISTANT VICE PRINCIPAL

L12 to L16

Permanent

To Start 01 September 2026

Horbury Academy are seeking to appoint a suitably experienced, dynamic and inspirational Assistant Vice Principal. The successful candidate will be an inspiring teacher in their subject specialism and a driven leader who is able to enthuse and motivate pupils and colleagues alike to achieve success.

We are looking to appoint an exceptional leader and teacher with the passion and commitment to contribute to the implementation of strategies that will further develop the quality of education for all pupils to reach their potential.

You will be able to demonstrate a wide range of skills including the ability to implement strategy at a senior leader level; the ability to monitor and evaluate the impact of strategies; and the ability to secure positive outcomes as a result of the work being done.

You will work within a collaborative Senior Leadership Team and support colleagues on associated developments and Academy initiatives, as well as support with the leadership and line management of identified curriculum and non-curriculum teams.

The Assistant Vice Principal role presents an excellent opportunity for an ambitious leader to play a key role in the Academy's success as part of the Accord Multi Academy Trust. The role presents an excellent opportunity for colleagues looking to secure their first senior leadership post or for experienced colleagues seeking a new challenge to join a vibrant and innovative Academy as part of a collaborative Senior Leadership Team.

The Assistant Vice Principal's portfolio may vary over time subject to the needs of the Academy, the continued development of the successful candidate and the responsibilities appropriate to the expertise of the leadership team.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit prior to applying. We encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package at [Working For Our Trust - Accord \(accordmat.org\)](http://Working For Our Trust - Accord (accordmat.org)).



Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via Accord Rewards
- Access to an industry leading Employee Assistance Programme
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free annual flu jab
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

The Accord Multi Academy Trust was established in September 2016 and is currently made up of five academies, four of which were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

We offer a supportive work environment with a dedicated and approachable central operational team and an educational strategy group who will work with you in order for you to reach your career goals and aspirations.



Closing date for applications: Monday 02 March 2026 at 9.00am

Interviews are expected to be held: week commencing 02 March or 09 March 2026

Application forms are available from <https://accordmat.org/vacancies/>

Completed application forms to be returned to hr@accordmat.org.

Based on the quality and quantity of applications received, Accord Multi Academy Trust reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

We are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check



Job Title:	ASSISTANT VICE PRINCIPAL	Grade: L12 – L16
Department:	SLT	Accountable to: Head of Academy / Vice Principal
Contract:	Permanent	Responsible for: Designated Middle Leaders, Curriculum Leaders and Associate Staff

Assistant Vice Principal

Role Objective:

Working to ensure that all young people are supported to succeed through execution of designated role portfolio responsibilities and strategy.

Specific Strategic Responsibilities:

- To lead and contribute to the implementation of strategies that will further develop the quality of education for pupils across key stages, ensuring that all pupils reach their potential and secure success.
- Lead on strategies that aim to remove barriers to learning and maintain a culture of responsibility and respect across the Academy.
- To work within a collaborative Senior Leadership Team and support those colleagues on associated developments and Academy initiatives.
- Effectively lead and line manage identified teaching and associate staff teams as designated by the Head of Academy within the portfolio of responsibility within the role.

NB Outlined above are the core specific elements of the SLT portfolio, it is important to note that other operational roles may be delegated and that the wider elements of responsibility of a senior leader may change over time in accordance with the needs of the Academy.

ASSISTANT VICE PRINCIPAL CORE RESPONSIBILITIES AND ACCOUNTABILITIES:

To be responsible for carrying out the professional duties set out in the Teachers' Pay and Conditions Document (for the Leadership Spine) as directed by the Head of Academy within the context of the job description set out below:

Education Progress and Achievement

- Teach to National Curriculum and Academy requirements to KS3 and KS4 (including GCSE).
- Assist in the development of strategies to enhance teaching and learning, leading to effective student progress.
- Assist in securing accurate data from teams in order to inform planning and co-ordinate support strategies to raise attainment, secure outstanding progress and address under performance of groups and individual students.

Leading, Managing and Enhancing the Practice of Others

- To support the leadership of the academy on a day-to-day basis by maintaining a high level of visibility.
- Play a key role in all quality assurance arrangements in order to secure optimum consistency and the very highest standards.
- Ensure improvement is secured through effective line management of curriculum and pastoral teams; leading to an improvement in attainment and progress key performance indicators, and that there is a similar improvement in attendance and a reduction in exclusions – particularly for key groups of students.
- Leading the sharing of good practice between line managed departments and the relevant pastoral year groups.
- To assist in the development of strategies to enhance teaching and learning in order to secure effective progress for all students.
- To line manage designated curriculum departments, pastoral year groups and identified associate staff at the Academy.
- To act as a role model in the teaching of specialist subject(s).
- To promote teamwork (through work with both teaching and support staff) that heightens common purpose, a collective vision and secures commitment from other colleagues.

Development

- Responsibility for the professional development of self and others across the portfolio of line management.
- Responsibility for development and implementation of policies as required and relevant to role portfolio.
- Responsibility for communications to staff, students and parents on matters relating to role portfolio.

Generic

- To maintain the very highest standards and expectations for all staff and students within the Academy.
- To maintain high visibility in order to ensure the ethos of the Academy is maintained at all times and there is an effective climate for learning.
- To play a key role in ensuring all safeguarding and child protection procedures are adhered to in support of the Head of Academy, Designated Safeguarding Lead and with the Academy safeguarding policies in relation to Keeping Children Safe in Education guidance.
- Responsibility for the well-being of students across the Academy.
- Responsibility for ensuring a supportive role in meeting any concerns relative to the well-being of staff at the Academy.
- To deal with day-to-day routine management issues and complaints in line with both Academy and Trust policies.
- Actively seek professional learning opportunities for self and others.
- To deputise for the Head of Academy and/or Vice Principal as may be required.
- To promote the aims of the Academy and Trust, working towards the achievement of the Academy Strategic Plan.
- To work collaboratively with the wider community including partner schools/academies within the Trust and the Horbury community.
- To represent the Academy at external meetings as required.
- To maintain professional standards of conduct and appearance at all times providing an excellent role model for other colleagues and students.

Other specific requirements:

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head of Academy from time to time, in consultation with the post-holder.
- To play a full part in the life of the Academy and community and encourage colleagues and student to follow this example.
- Work towards and support the Academy vision and the current Academy objectives outlined in the Academy Strategic Plan.
- Foster positive and courteous relations with students, parents and colleagues.
- Be aware of and comply with all academy and Trust policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Other duties commensurate with the responsibilities of a Senior Leader as directed by the Head of Academy and as specified by the School Teachers Pay and Conditions Document.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.
Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications:	<ul style="list-style-type: none"> • Degree • PGCE/QTS • Evidence of continued professional development 	A/I	<ul style="list-style-type: none"> • Further qualification in specialist subject(s) • TLA Recognition • Middle Leaders Qualification 	A/I
Experience:	<ul style="list-style-type: none"> • Evidence of successful and effective leadership skills • Experience of successfully managing an aspect of school/department improvement • Substantial staff and/team management experience • Evidence of demonstrating strong classroom practice • Experience of successfully teaching across the age and ability range • Experience of successfully planning and implementing curriculum/pastoral developments • Experience of having had a positive impact in a middle management role • Experience of successful outcomes through driving whole school achievement and/or across departments 	A/I		
Knowledge, Skills, Experience and Behaviours	<ul style="list-style-type: none"> • Excellent subject knowledge • Understanding of the characteristics of high quality teaching and effective learning • Knowledge and understanding of current issues in education • Knowledge and understanding of current Child Protection legislation, procedures and initiatives • Awareness of different learning styles and multiple intelligences • Ability to build and work with an effective team • Ability to see tasks through to a successful conclusion • Ability to work under high levels of pressure, meet tight deadlines and pay attention to detail • Ability to communicate vision and ethos • Ability to organise, lead and motivate significant numbers of staff • Ability to work flexibly and lead and motivate a team, understanding Academy roles and responsibilities and own position within these • Ability to self-evaluate, reflect and change strategies according to student need • Demonstrate innovative qualities and ability to take forward and complete strategies and new initiatives 	A/I		

	<ul style="list-style-type: none"> Ability to make lively presentations to a significant number of people/students/stakeholders Ability to update and create relevant policies / codes of practice Ability to plan and develop systems, procedures and policies Willingness to challenge colleagues as appropriate. Ability to demonstrate resilience in a demanding and challenging environment. 			
--	--	--	--	--

Working Conditions: Based at Horbury Academy; may be required to travel to other academies within the Trust and work alongside other colleagues from within the Trust from time to time.

Main Contacts: Senior leaders at Horbury Academy and within the Trust, Governors of the Academy Education Committee, associate and teaching staff, parents/carers.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: February 2026

Signature of Jobholder: **Date:**

This is a description of the job, as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.



Horbury Academy
Wakefield Road
Horbury
Wakefield
West Yorkshire
WF4 5HE

Email: enquiries@horbury.accordmat.org
Telephone: 01924 282740
horbury.accordmat.org