



OSSETT ACADEMY

RECRUITMENT PACK



OSSETT ACADEMY



DEAR APPLICANT

Thank you for your interest in Ossett Academy and Accord Sixth Form. 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.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. Our strong tradition of success is built on a firm foundation of personalised pastoral care, ensuring a climate for learning that is calm, well ordered and secure. We recognise the hard work and efforts of pupils in their lessons and their learning and positive recognition of both staff and pupils is at the heart of our approach.

Academic success is only one part of our story, whilst at Ossett Academy we have an excellent track record of high levels of student achievement in the context of a broad and balanced curriculum, which we are incredibly proud of; we also offer and actively encourage our students to engage in a wide range of enrichment activities. There really is an extensive variety of extra-curricular opportunities at the academy.

Whilst supporting our students to be the very best learners is our primary focus, the development of our community is also an extremely important feature of our work. It is Ossett Academy's key priority to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

We understand that partnership and collaboration is an important aspect to the on-going development of schools and academies and with this in mind, we continue to play a key role alongside our primary pyramid as a member of the Education Ossett Community Trust (EOCT), striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3 to 18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside Horbury Academy, Horbury Primary Academy and Middlestown Primary Academy as part of the Accord Multi Academy Trust. We feel this is both exciting and enriching for the Academy and its staff and pupils. The vision of our partnership is that the Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud to lead Ossett 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 love to hear from you.

Your sincerely,



Samantha Broome
Principal

ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust.

In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



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 mind-set for success;



Dynamic and reflective learning communities

Our vision and key principles are underpinned by the highest expectations on 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?

The Accord Multi Academy Trust is a Wakefield based Trust; all four 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, sporting groups currently include a running club and weekly staff football matches.



“

“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

Dan

Director of Mathematics

“

Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

Jules

Finance Manager



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.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, 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 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 the Accord Multi Academy Trust can be found here:

<https://accordmat.org/working-for-our-trust/>



Employee Engagement Platform - Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement App with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary sacrifice schemes and healthcare cash plans.



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 O2 or further discounts, courtesy of Discount for Teachers, for example.

WHY WORK AT OSSETT ACADEMY?

- Ossett Academy is much larger than the average-sized secondary school and is heavily oversubscribed.
- The proportion of students supported through the pupil premium is below the national average.
- The proportion of disabled students and those who have special educational needs supported at school action is above average.
- The proportion supported at school action plus or with a statement of special educational needs is well below average.
- Ossett is a dynamic learning community that promotes enjoyment, opportunities and friendship.
- We aim to promote excellence by inspiring students to realise their full potential, achieve high standards and have the courage to accept new challenges.
- We are a hugely committed body of staff, all working together to maintain a safe, caring and healthy environment for all which creates hopes, dreams and aspirations.
- We aspire for all our pupils to develop as life-long learners with the skills and determination to succeed in an ever changing technological world.
- We support all our pupils with the skills and learning opportunities to become responsible members of a local, national and international community who promote equality and respect and understand the value of our environment and its future.





"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

Ben

Teacher of PE &
Post-16 Head of Year



"I've been involved with staff well-being for a number of years. I lead the Academy's Workload Group; it's aim being to give staff a voice on matters relating to workload and a forum within which the academy can consider and respond to matters raised. I also lead a fantastic weekly running club, and have worked with departments to run after school fun staff workshops, Christmas crafts, staff and students choir, second hand swap shops to name a few!"

Lyndeale

Curriculum Leader Art,
Design & Technology



ADVERT

ASSISTANT VICE PRINCIPAL

L14 – L18

To Start January 2024

Ossett Academy & Accord Sixth Form are seeking to appoint a suitably qualified, dynamic and inspirational Assistant Vice Principal. The successful applicant candidate will be an inspiring and experienced teacher in their subject specialism, who is able to enthuse, and motivate pupils and colleagues alike to achieve excellence.

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 pupils reach their potential and secure success.

The successful applicant 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 strategies; and the ability to secure positive outcomes as a result of the work being done.

They will also be required to work within a collaborative Senior Leadership Team and support those colleagues on associated developments and Academy initiatives, as well as support with the leadership and line management of identified curriculum teams and other departments as may be required.

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.

Ossett Academy is an 11-19 Academy, with over 1,700 pupils including 227 in the Accord Sixth Form which is based here on site at Ossett. We pride ourselves on our high standards across all aspects of Academy life. This includes high academic attainment and a wide of variety of extra-curricular opportunity and talent. We perform at a consistently strong level in public examinations. In our most recent Ofsted Inspection (November 2022) we were rated as Good.



ACCORD MULTI ACADEMY TRUST

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who 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 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 also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](https://accordmat.org/working-for-our-trust)

For an informal discussion about this position please contact hr@accordmat.org or call on 01924 282748.

Closing Date: Friday 13 October 2023 at 9.00am

Interviews likely to be held: Tuesday 17 October 2023 or Wednesday 18 October 2023

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.

Ossett Academy and Accord Sixth Form is committed to safeguarding and promoting the welfare of pupils and expects all colleagues to share this commitment.

POST TITLE: ASSISTANT VICE PRINCIPAL

REPORTING TO: PRINCIPAL

GRADE: L14 - L18

LOCATION: OSSETT ACADEMY

OVERALL PURPOSE OF POST:

To lead responsibility 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.

Lead and manage identified curriculum teams and other departments as may be required.

Contribute to whole school development and the wider Academy as a member of SLT.

To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

To promote the safety and well-being of pupils.

**KNOWLEDGE,
SKILLS, EXPERIENCE
& BEHAVIOURS**

Essential

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 pupil need

Demonstrate innovative qualities and ability to take forward and complete strategies and new initiatives

Ability to make lively presentations to a significant number of other people

Ability to update and create

Desirable

QUALIFICATIONS

EXPERIENCE

relevant policies / codes of practice /legislation

Ability to plan and develop systems, procedures and policies

Willingness to challenge colleagues as appropriate

Degree in relevant subject

PGCE/QTS

Substantial evidence of continued professional development and learning

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

Further qualification in specialist subject(s)

TLA Recognition

Middle Leaders Qualification

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 Principal within the context of the job description set out below:

Impact on Education Progress and Achievement

- Teach to National Curriculum and Academy requirements to KS3, KS4 (including GCSE) and A Level (as may be required).
- Assist in the development of strategies to enhance teaching and learning.
- Lead on the effective use of accurate data to inform planning and co-ordinate support strategies to raise attainment, secure outstanding progress and address under performance of groups and individual pupils.
- Ensure improvement is secured in all attainment and progress key performance indicators, including the English Baccalaureate.
- Develop and appropriately challenging curriculum model in response to local and national learner needs.

Leading, Managing and Enhancing the Teaching Practice of Others

- Leading the sharing of good practice between line managed CTLs and departments.
- To assist in the development of strategies to enhance teaching and learning.
- To line manage designated curriculum departments and identified support staff personnel 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 and shared vision and secures commitment from other colleagues.

Performance and Assessment

- Ensure high standards in teaching across managed curriculum departments lead to 'outstanding' outcomes for pupils.
- Design and implement Academy target setting, achievement and monitoring policies and practice to ensure:
 - all pupils have an identified baseline level of entry from which to measure progress;
 - all pupils have subject specific individual minimum target levels or grades which reflect better than expected progress;
 - the progress of all pupils towards meeting their minimum target level or grade is reported regularly throughout the year;
 - parents, pupils and staff are informed of individual, class, subject and cohort progress towards individual targets and whole academy targets;
 - Curriculum Team Leaders are held accountable for levels of progress within their subject area, and are challenged and supported to raise standards of achievement and progress.
 - a variety of reports and analysis are produced regularly to ensure effective monitoring of progress against targets.

Development

- Responsibility for development and implementation of policies as required and relevant to role portfolio.
- Responsibility for communications to staff, pupils and parents on matters relating to role portfolio.
- Oversee and manage designated elements of SLT portfolio which may vary from time to time in accordance with SLT and Academy needs.

Committees

- SLT

- Curriculum Team Leaders

Generic

- To play a key role in ensuring all safeguarding and child protection procedures are adhered to.
- Responsibility for the well-being of pupils across the Academy & Sixth Form.
- Responsibility for the well-being of staff at the Academy & Sixth Form within own direct line management responsibility.
- To deal with day-to-day routine management issues as they arise in consultation with other SLT members.
- Actively seek professional learning opportunities for self and others.
- To develop and maintain a positive ethos at the Academy.
- To deputise for the Principal and/or Vice Principal as may be required.
- To promote the aims of the Academy and work toward achievement of the Academy Strategic Plan.
- To maintain a positive ethos around the Academy with regard to pupil and staff welfare.
- To lead and support middle managers.
- To monitor pupil behavior.
- To work collaboratively with the wider community including partner schools/academies within the Accord Multi Academy Trust and the Ossett 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 pupils.

Other specific requirements:

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Principal from time to time, in consultation with the post-holder.
- Support and contribute to the Academy's responsibility for safeguarding pupils.
- To play a full part in the life of the Academy and community and encourage colleagues and pupils to follow this example.
- Work towards and support the Academy vision and the current Academy objectives outlined in the Academy Strategic Plan.
- Adhere to all policies as set out by the Governing Body.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Foster positive and courteous relations with pupils, parents and colleagues.
- Be aware of and comply with 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 Principal and as specified by the School Teachers Pay and Conditions Document.

Responsibility for Resources

People

Direct line management of designated Curriculum Team Leaders and Support staff.

Financial Resources

To manage and report on designated budgets.

Physical Resources

To use and maintain equipment / resources across the Academy in a safe and effective manner.

Responsible for safe use of all associated resources, learning support, furniture, equipment and materials used to support the provision of an effective service.

Characteristics of the post:

The employment checks required of this post are:

- **Evidence of entitlement to work in the UK.**
- **Evidence of essential qualifications as detailed in job description.**
- **Two satisfactory references.**
- **Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure.**
- **Confirmation of medical fitness for employment.**

Ossett Academy & Sixth Form College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Senior Leaders are responsible for carrying out duties as outlined in the School Teachers Pay and Condition document. Senior Leaders may also be subject to changes in role and responsibility to allow the Academy to be responsive to change.

The Job Description should be read alongside Ossett Academy's Career Stage Expectations and the range of professional duties of Teachers as set out in the School Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.

Date: September 2023



OSSETT ACADEMY



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