



HORBURY ACADEMY

RECRUITMENT PACK



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 join 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 on-going development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form, 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 all 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.

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 colleagues 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 students 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.

Your sincerely,



Nicola Walker
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.

As a Trust we are committed to provide the following benefits for employees:

- An opportunity to collaborate with colleagues across our academies, within the central Trust teams, and where appropriate with other schools or Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
 - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
 - Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
 - Opportunities to lead on developments as a stepping stone to further career opportunities.
 - The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
 - A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the Wakefield local authority district.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- Access to a biannual C2W scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.



WHY WORK AT HORBURY ACADEMY?

- Horbury Academy is a mixed, 11-16 academy, situated on the outskirts of Wakefield.
- We are immensely proud of our academy, staff and students and strongly believe that all students are entitled to experience the full breadth of education; reflected through our curriculum model that encourages learners to study a broad range of subjects.
- From securing academic success to securing success in extra-curricular activity, our staff are fully committed to ensuring that all pupils make the most of their time at Horbury Academy.
- Alongside our extensive curricular and extra-curricular offer, we provide excellent pastoral care for our students; tailored to their individual needs.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- Our environment and academy building is purpose built, under one roof, allowing for a unique community and supportive feel.
- The Academy has very strong links with the local community in Horbury.
- Our facilities are used during the Academy day and outside of Academy hours by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, Phoenix Netball and Horbury & Ossett Music Centre to name but a few.





“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. Thank you will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people’s lives. ”

Diane
Teacher of Mathematics



“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

ASSOCIATE VICE PRINCIPAL - INCLUSION

L14 – L18

To Start September 2023

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

The successful candidate will undertake the role of Designated Safeguarding Lead within the academy, providing both strategic and operational leadership to ensure that policies and procedures are implemented effectively. They will lead on provision of pupils with SEND, ensuring high quality, both in and out of the classroom. We are looking to appoint an outstanding leader and a teacher with the passion and commitment to contribute to Academy wide development.

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 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. We encourage prospective applicants to visit prior to applying. 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.

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



Closing Date: Friday 21 April 2023 at 9.00am

Interviews likely to be held: Wednesday 26 April 2023

Application forms are available from 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: ASSOCIATE VICE PRINCIPAL – Inclusion	Grade: L14-L18
Department: SLT	Accountable to: Principal
Contract: Permanent	Responsible for: Designated Middle Leaders, Curriculum Leaders and Associate Staff

ASSOCIATE VICE PRINCIPAL

Role Objective:

Working to ensure that all young people are safe and the Academy secures the highest possible expectations and standards across all aspects of provision leading to positive learning environment in addition to improved attendance and engagement of all pupils.

Specific Strategic Responsibilities:

- Effectively lead and line manage identified teaching and associate staff teams as designated by the Principal within the portfolio of responsibility within the role.
- Undertake the role as Designated Safeguarding Lead within the Academy providing both strategic and operational leadership to ensure that safeguarding policies and procedures are implemented effectively within the Academy and that staff are appropriately trained.
- Ensure that there are highly effective policies, procedures and targeted strategies across the Academy to secure improvements in overall attendance and reduce persistent absence for all pupils - particularly for disadvantaged pupils.
- Ensure the effective implementation of policies, procedures, provision and targeted strategies across the Academy for behaviour and recognition that secure overall improvements in the climate for learning and a reduction in the rate of exclusions for all pupils – particularly disadvantaged pupils.
- Ensure all alternative provision used, including California Drive are effective and meet safeguarding and academic expectations.
- Ensure provision of pupils with SEND is of high quality both in and out of the classrooms. Ensuring pupils with SEND achieve good or better outcomes.

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.

ASSOCIATE 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 Principal 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 pupil 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 pupils.

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 pupils.
- 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 pupils.

- 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 Principal, 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 Principal 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 Principal 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 Principal 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. 			
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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 AEC, 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: September 2022

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.



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