OSSETT ACADEMY

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Ossett Academy and Ossett Sixth Form College. 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 we are incredibly proud of our excellent track record of high levels of pupil achievement in the context of a broad and balanced curriculum, we also offer and actively encourage our pupils 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 pupils and 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 ongoing development of schools and academies and with this in mind, we work collaboratively alongside our primary pyramid, striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3-18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside academies in West and South Yorkshire as part of Place Partnership. The vision of Place Partnership is to 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.

Yours sincerely,



Alex Lunn
Head of Academy



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form
7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, **place** matters, **purpose** lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Our Values

Value Our People
We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Take Pride in Our Place
We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.

Act with Enduring Purpose
We focus on what matters most, our young people, making decisions that stand the test of time.

Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:

- Generous annual leave entitlement for full-time colleagues, rising with length of service.
- A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.
- A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.
- Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.
- Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.
- A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.
- Staff recognition programmes celebrating excellence, dedication, and positive impact.
- Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.



About Ossett Academy

- Ossett Academy is a mixed 11–18 academy, located on the outskirts of Wakefield. Ossett Sixth Form College, our standalone Post 16 provision, is situated onsite.

- Ossett Academy was founded in 1735 as Ossett Grammar School, originally located in the centre of Ossett where the Town Hall now stands.

- Our school site is diverse and firmly rooted around 'Park House', the Grade II listed building built in 1867. The building was purchased and became Ossett Grammar School in 1906.

- 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.



Staff Testimonials

After starting as an NQT at Ossett Academy I have taken part in a range of CPD which has given me the opportunity to develop not only my classroom practice but also my leadership experience. This started by acting as an ITT and ECT mentor, joining the Trust's Aspiring Middle Leaders programme and then last year completing an NPQ in Leading Teaching. All this experience has helped prepare me for my current role as Head of Biology.

Anna
Head of Biology





I've been involved with staff wellbeing for a number of years. I lead the Academy's Workload Group; its 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, and secondhand swap shops to name a few!

Lyndele
Curriculum Team Leader of Art, Design & Technology

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Attendance Officer

Location: Ossett Academy
Salary: Band D, £22,401 to £22,757 per annum (actual salary)
Contract: 37 Hours Per Week, Term Time + 2 Inset Days
Start date: To Start As Soon As Possible

About the Role

Ossett Academy & Sixth Form is seeking to appoint a proactive, highly organised and motivated Attendance Officer to join our dedicated team. This is an exciting opportunity for an individual who is committed to supporting young people and improving educational outcomes through high levels of attendance, engagement and inclusion.

The successful candidate will lead on attendance processes across the Academy, ensuring timely and effective support for pupils whose attendance gives cause for concern. Through proactive monitoring, early intervention, and collaborative working, they will help reduce absences, improve engagement, and foster a culture in which every pupil is supported to attend, achieve, and thrive.

A key responsibility of the role will be monitoring attendance patterns, identifying pupils at risk of persistent absence and coordinating targeted support to improve attendance outcomes. Working closely with the Education Welfare Officer, families, and other external agencies, the postholder will implement effective interventions that encourage sustained participation in education and promote pupil wellbeing.

The ideal candidate will maintain accurate attendance records, analyse attendance data, and conduct home visits where appropriate. They will make a meaningful contribution to raising attendance, reducing absence and improving outcomes across the Academy.

The working pattern for the role is Monday to Thursday 8.00am to 4.00pm, and Friday 8.00am to 3.30pm.

About You

The successful candidate will be…

- Qualified to GCSE Grace C lor above in English and Mathematics (or equivalent).
- Experienced in working with vulnerable and disengaged young people in an educational setting.
- Highly organised, proactive and self-motivated, with the ability to manage competing priorities and meet deadlines.
- An effective communicator, able to build positive relationships with colleagues, pupils, families, and external agencies.

- Skilled in developing and maintaining strong working relationships across the Academy and with partner organisations.
- Professional, discreet and trustworthy, with the ability to handle sensitive and confidential information appropriately.

About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. 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 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 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, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact hr@placepartnership.com.

Closing Date: Monday 07 December 2026 at 9.00am

Interviews are expected to take place: week commencing 07 December 2026

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To apply for the position, please visit https://placepartnership.com/current-vacancies

Place Partnership 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 Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is 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.

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.

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

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Role Description

Job Title – Attendance Officer

NJC Pay Range:	Band D
Responsible For:	N/A
Responsible To:	Education Welfare Officer

Main Purpose of the Post

- To work alongside key Academy staff to promote pupil attendance, reduce levels of absence, and collaborate with pupils and families to promote high levels of attendance.
- To promote and support high levels of attendance, enabling pupils to achieve their full potential.
- To promote a positive attendance and punctuality culture.
- 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 wellbeing of pupils.

Key Areas of Responsibility

- To establish and develop a professional service to support the Academy in raising attendance, investigating persistent absences and improving punctuality.
- To work with colleagues and pupils, using regular attendance checks and contact with parents and carers to improve levels of attendance.
- To work with identified individuals and/or groups of pupils using regular attendance checks and contact with parents and carers and pupils to improve levels of attendance.
- To make unsupervised contact in support of the Education Welfare Officer (EWO) with families in their own homes and elsewhere, to assess the reasons impacting on attendance of individual pupils, facilitating their return or access to regular full-time education provision.
- To support the EWO and accompany the EWO on home visits where there are concerns over attendance.
- Collate information regarding the attendance of pupils who may be experiencing attendance difficulties and inform relevant colleagues at the Academy, the EWO and parents/carers.
- To track persistently late pupils on a weekly basis and communicate with parents verbally and/or in writing as appropriate.
- Identify short- and medium-term strategies to eliminate persistent absenteeism.
- To work with pupils and their parents/carers who are both on and off site.
- To produce, analyse and interpret information and data relating to attendance patterns and highlight to key staff/ Education Welfare Officer on a regular basis.
- To assist with the identification of pupils who need support to improve their attendance record and support the implementation of strategies with the Education Welfare Officer.

- To work alongside relevant colleagues, senior leaders, and the Education Welfare Officer to identify and support on intervention requirements.
- To ensure all unexplained absences are accounted for or send chaser requesting an explanation.
- To input timely attendance data in relation to exams, trips, visits, sporting events and work-related learning absences so that all staff are aware of pupil absences.
- To check accuracy and correct coding on registers.
- To manage and have oversight of the process for pupils signing in/out of the Academy.
- To print off official form registers and ensure up to date in the event of a fire.
- Liaise with the Local Authority regarding admissions enquiries and follow up as appropriate.
- Liaise with outside agencies as appropriate and necessary to undertake role.
- To be fully aware of and carry out all work in line with the Academy's Safeguarding Children Policy.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Place Partnership.

Line Management Responsibilities

- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Trust with courtesy and consideration.

Other Considerations Relevant to the Role

- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

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Role Description
Supplementary Information

NJC Pay Range:	Band D

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of pupils and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

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Person Specification

Attendance Officer

	Essential	Desirable
Qualifications and Training	• GCSE or equivalent in English and Maths at Grade C or above	
Experience, Knowledge and Understanding	• Relevant experience working with vulnerable and disengaged young people in an educational setting • Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality • Working within a partnership context, including co-ordinating collaborative activities and plans • Working with multi-agencies • Knowledge of Absence and Attendance protocols and policies • Knowledge of Child Protection and Safeguarding Procedures • Practical work experience (working with challenging or vulnerable pupils)	
Skills and Attitude	• Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met • ICT skills to produce quality reports and documents • Able to communicate effectively both orally and in writing with a wide range of people • Ability to work as part of a team • Ability to work independently, with good awareness of when to take	

	initiative and when to check and confirm actions • Ability to be well organised and accurate in all aspects of the role with the ability to prioritise • Ability to work well under pressure and to respect sensitive and confidential work • Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations.	
Personal Qualities and Attributes	• Diplomacy and discretion and the ability to appropriately manage confidential information • Proven ability to work as a team member to achieve goals in effective co-operation • To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	
Commitment	• Commitment to own personal development and learning	

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*

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Ossett Academy
Storrs Hill Road
Ossett
West Yorkshire
WF5 0DG

info@ossettacademy.com
01924 232820