



HORBURY ACADEMY

# RECRUITMENT PACK



A MEMBER OF  
**Accord**  
MULTI ACADEMY TRUST

# DEAR APPLICANT

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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, Middlestown 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,



**Nicola Walker**  
Principal

# ABOUT THE TRUST

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 Middlestown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.



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?

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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 Programmes
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans
- Wellbeing Centre

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 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](#).



### 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 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 02 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



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“Joining Accord Multi Academy Trust has allowed me to follow my passion for education in a truly meaningful way. I started as a Computer Science teacher at Ossett Academy and took full advantage of the opportunities available to transition into the role of SENCo. The academy’s commitment to professional development and access to various qualifications has been pivotal in my personal and professional growth, enabling me to make a wider impact on both our pupils and the school community.”

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**Thom**  
SENCo

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“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 Academy 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.”

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**Jules**  
Finance Manager



# WHY WORK AT HORBURY ACADEMY?

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- 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.





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"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."

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**Tony**

Curriculum Team Leader of English



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"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."

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**Jayne**

Science Technician



ADVERT

# CURRICULUM LEAD FOR ICT

MPR/UPR + TLR 2B

Permanent

To Start Easter 2025

Horbury Academy is seeking to recruit an ambitious and inspirational Curriculum Leader of ICT with vision, expertise and the desire to lead a forward-thinking team. You will be required to build on existing strengths within the department and drive improvements to ensure that excellent teaching leads to sustained success. Experience in teaching Computer Science would be beneficial.

We are looking for an outstanding practitioner who can enthuse, engage, empower and inspire both pupils and staff to achieve to the best of their ability. You will have demonstrable experience of leading others to deliver successful outcomes or be an aspiring middle leader with proven experience in your field.

The ICT department at Horbury Academy currently consists of ICT, i-Media, Business and Computer Science across Key Stage 3 and 4.

If you have the vision and skills to deliver inspirational teaching whilst having the focus and drive to ensure excellent outcomes are achieved across your team, we'd love to hear from you.

The Accord Multi Academy Trust was established 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 the Academy prior to applying. We also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our Employee Benefit package) [Working For Our Trust - Accord \(accordmat.org\)](#)

For an informal discussion about this position please contact [hr@Accordmat.org](mailto:hr@Accordmat.org) or call on 01924 282748.



## ACCORD MULTI ACADEMY TRUST

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.

Prospective applicants are welcome 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.

**Closing Date: Wednesday 04 December 2024 at 9:00am**

**Interviews are expected to be held: w/c 09 December 2024**

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

Completed application forms to be returned to [hr@accordmat.org](mailto: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 DESCRIPTION

<b>Job Title: CURRICULUM TEAM LEADER</b>	<b>Salary: MPR/UPR + TLR 2B</b>
<b>Accountable To: DESIGNATED SENIOR LEADER</b>	<b>Location: Horbury Academy</b>

## **OVERALL PURPOSE OF THE JOB:**

Carry out the professional duties of a teacher in accordance with this job description, the Teachers Standards and the range of professional duties as set out in the School Teachers Pay & Conditions Document.

Responsibility for the leadership and management of the ICT department, including ICT, i-Media and Computer Science; ensuring high standards of leadership and management by post holders, high standards of teaching and learning, the effective use of resources and that the curriculum is managed and developed in accordance with Academy / Trust policy.

To deliver the national curriculum and raise attainment predominantly in your specialist subject(s) across the age and ability range of pupils and contribute to the curriculum and the development of the Academy / Trust.

Promote achievement of high standards through effective teaching and learning with your specialist subject(s) area, preparation, evaluation and action planning.

To undertake the role of form tutor as may be required, provide timely communications to pupils in form group and offer advice and guidance.

## **RESPONSIBILITIES AND ACCOUNTABILITIES:**

### **Policy / Strategic Direction and Development**

- Lead the departments policy-making and strategic planning as required;
- Prepare, monitor and update self-evaluation and termly curriculum area plans;
- Ensure that Academy / Trust policies and strategies are embedded in schemes of work and departmental plans.

### **Leadership and Management of Others**

- Lead and manage ICT/i-Media/Computer Science teaching across the Academy, including effective line management of all designated curriculum staff to ensure that high standards of performance are achieved and maintained;
- Ensure that rigorous and robust quality assurance procedures are used to appraise impact;
- Ensure rigorous appraisal and performance management of all curriculum area staff;
- Develop colleagues to ensure professional progress;
- Actively monitor teaching and learning through regular lesson observations, work scrutiny and learning walks;
- Effectively deploy staff to ensure the highest quality learning, teaching and assessment takes place.

### **Teaching and Learning**

- Promote excellence in teaching and learning to ensure all pupils progress in their learning and their needs are met;

- Demonstrate outstanding teaching and learning and ensure that good practice is shared throughout the curriculum area;
- Ensure that all curriculum staff monitor pupils' learning and progress;
- Keep up to date with developments in the curriculum areas and education in general;
- Continue to develop the curriculum to ensure it enshrines best practice and encompasses the needs of all pupils.

#### **Monitoring, Evaluation and Assessment**

- Ensure that individual pupil progress is regularly assessed, recorded, reported and used to inform future teaching;
- Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained;
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress to ensure that pupils know their current level of attainment and is expected in order to raise their level of attainment.

#### **Relationships with colleagues, parents/carers and wider community links**

- Maintain positive relationships with parents and carers, calling parents/carers as deemed necessary regarding pupil progress or if there are health and welfare concerns;
- Attend Parents Evenings to keep parents informed of progress and contribute to accurate pupil reports;
- Establish effective working relationships with colleagues and other professionals;
- Establish and maintain a departmental team that works together and collaboratively to share best practice and learning.

#### **Continuous Professional Development & Extra-Curricular Activities**

- Ensure that training needs within departments are identified, appropriately met, and that all members of the curriculum area are active in their own personal and continuous professional development;
- Take responsibility for personal continuous professional development, set personal targets and keep up to date with development in subject(s) area;
- Actively seek appropriate professional learning and development opportunities;
- To continually evaluate own teaching and use to improve effectiveness.
- Contribute to the broader life of the Academy / Trust by supporting curricular and extra-curricular events and activities;
- Contribute to the promotion of the curriculum area within the Academy and wider community to encourage pupils' interest in your subject(s).

#### **Safeguarding**

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post;
- To be responsible for the care and guidance for pupils within your form group and also to ensure your classroom is a safe environment for pupils to learn;

- To work in partnership with pupil groups to enhance their learning and widen their experience of education.

#### **Attendance and Behaviour**

- To set high expectations for pupils' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the Academy's Positive Behaviour System to ensure all pupils are treated fairly and consistently;
- To play a pivotal role in rewarding pupil achievement and good behaviour and ensure all curriculum team are applying the same principles to encourage pupil engagement and attainment.

#### **Generic**

- To play a key role in ensuring all safeguarding and child protection procedures are adhered to;
- Actively seek professional learning opportunities;
- To develop and maintain a positive ethos at the Academy;
- To promote the aims of the Academy and the Accord MAT and work toward achievement of the Academy Strategic Plan;
- To monitor and manage pupil behavior in line with Trust Policy;
- To work collaboratively with the wider community including partner schools/academies within the Accord Multi Academy Trust, within the local pyramid and across the locality;
- 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 and in line with the School Teachers Pay & Conditions Document;
- To play a full part in the life of the Academy and community and encourage colleagues and pupil to follow this example;
- Adhere to all policies as set out by the Academy Education Committee (AEC) and the Trust;
- 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.

***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 by the Principal.***

## 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
<b>Qualifications :</b>	<ul style="list-style-type: none"> <li>• Degree in Relevant Subject</li> <li>• QTS qualification</li> <li>• Evidence of continuous professional development.</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Further qualification in specialist subject(s)</li> </ul>	A/I
<b>Knowledge, Skills, Experience and Behaviours</b>	<ul style="list-style-type: none"> <li>• Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.</li> <li>• Knowledge of current education issues theory and practice.</li> <li>• Up to date knowledge of specialist subject and curriculum.</li> <li>• Excellent literacy and numeracy skills.</li> <li>• Ability to apply a range of interpersonal skills adapting to suit specific audience.</li> <li>• Demonstrate an innovative approach to teaching and learning.</li> <li>• Ability to lead, motivate and develop others.</li> <li>• Ability to manage difficult situations and work collaboratively to seek resolutions.</li> <li>• Demonstrable ICT skills and ability to analyse data.</li> <li>• Ability to evaluate and improve the teaching practice of self and others.</li> <li>• Ability to create innovative resources and new learning opportunities.</li> <li>• Ability to manage behaviour in the classroom and respond to challenging situations in a calm and professional manner.</li> <li>• Willingness to take part in extra-curricular activities.</li> <li>• Excellent time management skills and self-motivation.</li> <li>• Proven success of effective teaching and learning in specialist subject and curriculum area within a secondary school.</li> <li>• Proven track record of raising standards for pupils of all abilities.</li> <li>• Experience of leading and managing other teaching colleagues</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Working in partnership with local schools and Academies and the wider community.</li> </ul>	A/I

**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 Enhanced DBS Disclosure;
- Confirmation of medical fitness for employment;
- Registration with appropriate bodies (where applicable).

**Date Completed: April 2021**

**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/Principal in consultation with the post-holder in order to reflect future developments, roles and organisational change.**





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