



OSSETT ACADEMY

# RECRUITMENT PACK



OSSETT ACADEMY



# DEAR APPLICANT

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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,

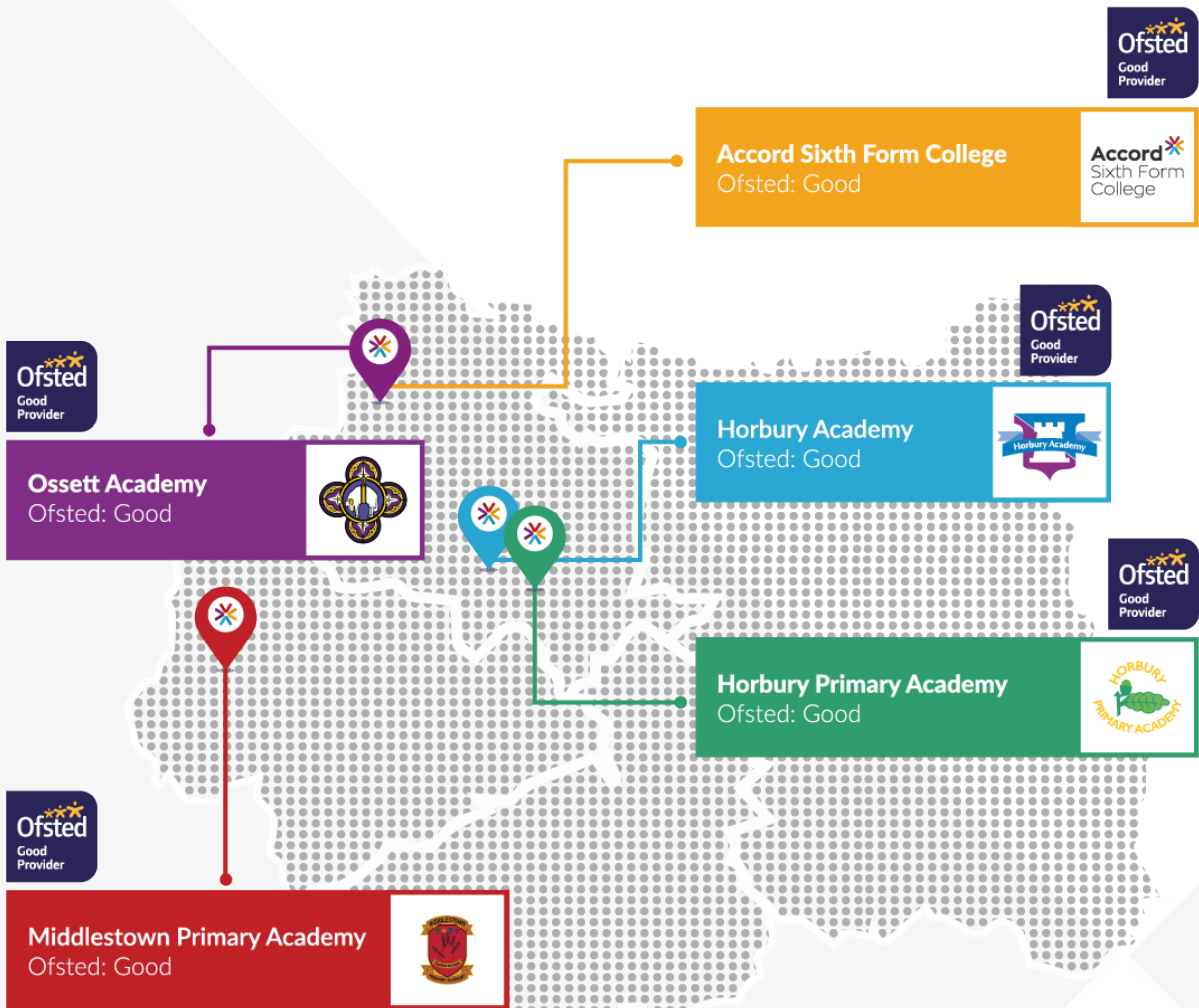


**Samantha Broome**  
Principal

# 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?

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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.



**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.



“Joining Accord has provided me with opportunities to advance my career in a direction which I am truly passionate about. I joined as Director of Mathematics in 2019 and have taken advantage of the opportunities and support available to progress to Vice Principal. I am certain joining Accord was the right choice for me and my career.”

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**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.”

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**Jules**  
Finance Manager







"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."

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**Anna**  
Head of Biology



"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!"

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**Lyndele**  
Curriculum Leader Art,  
Design & Technology



# WHY WORK AT OSSETT ACADEMY?

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- 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.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can also utilise their first working day to meet colleagues and complete their induction / transition, before entering the classroom and / or workstation for the first time.



ADVERT

# CURRICULUM TEAM LEADER OF ENGLISH

**MPR/UPR + TLR1B**

**Full Time / Permanent**

**To Start Easter or September 2024**

Ossett Academy and Accord Sixth Form are seeking to recruit a Curriculum Team Leader of English to join their team from Easter or September 2024. The successful candidate will be required to build on existing strengths within the department and drive improvements to ensure that excellent teaching leads to sustained success.

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 English departments at our secondary academies work collaboratively with the support of the Subject Director for English, Lead Teachers and academy senior leaders to accelerate improvement and raise standards across the English curriculum and literacy. The English departments strive to inspire young people with a love for language and literature through a provision that is underpinned by high quality teaching.

If you have the vision and skills to deliver inspirational teaching whilst having the focus and drive to ensure successful outcomes are reached we'd love to hear from you. We are confident that new staff joining Ossett Academy and Accord Multi Academy Trust will feel welcomed and happy to have chosen us.

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

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](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 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.

**Closing Date: Thursday 15 February at 9:00am**

**Interviews likely to be held: week commencing 19 February 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.



<b>Job Title: CURRICULUM TEAM LEADER</b>	<b>Salary: MPR/UPR + TLR 1B</b>
<b>Accountable To: PRINCIPAL</b>	<b>Location: Ossett Academy &amp; Accord Sixth Form</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 English; 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 within 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 English 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:** January 2024

**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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