



HORBURY ACADEMY

# RECRUITMENT PACK



# 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 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?

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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







“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.”

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**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.”

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**Jayne**  
Science Technician



## 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?

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- 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.
- 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

# DESIGN & TECHNOLOGY TECHNICIAN

Scale 3 £20,190.63 to £20,528.29 (actual salary)

37 Hours Per Week

Term Time Only + 5 Inset Days

To Start As Soon As Possible

Horbury Academy are seeking to appoint an enthusiastic, creative and adaptable Design and Technology Technician to support colleagues in the Design and Technology department. The successful candidate will support learning by assisting teaching staff by providing timely and effective technician support including setting up of practical lessons and support with demonstrations where required.

The successful applicant will be able to provide an efficient technical support service to the Academy's Design & Technology department in the following areas: Equipment Maintenance, Technical Support, Administration, Health and Safety and Pupil Supervision.

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 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.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit prior to applying. We also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package Working For Our Trust - [Accord \(accordmat.org\)](https://accordmat.org)

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





**Closing Date: Monday 08 April 2024, 9:00am**

**Interviews likely to be held: w/c 08 April 2024**

Application forms are available from [accordmat.org/vacancies/](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 SPECIFICATION



<b>Job Title:</b> DESIGN AND TECHNOLOGY TECHNICIAN	<b>Grade:</b> Scale Three
<b>Department:</b> Design Technology Team	<b>Accountable to:</b> Curriculum Leader of DT
<b>Contractual Terms:</b> Permanent, Term time Only + 5 Inset Days	<b>Responsible for:</b> N/A

## Overall Purpose of the Job:

- Provide general technical support to the DT department by preparing and maintaining the relevant equipment and resources required by staff and pupils within a set timeframe.
- Ensure that health and safety in the DT Prep rooms, DT and Art classrooms, is paramount at all times.
- Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

## Key Outcomes/Activities:

### **Technical Equipment Responsibilities**

- Monitor, oversee and order Design Technology stock, supplies, and catalogue as required.
- Log, maintain, prepare, clean and check the safety of all equipment required by DT teaching staff during the Academy day. For example tools, materials, worksheets, textbooks, programmes etc.
- Arrange for servicing of DT equipment as required and ensure follow up paperwork and any remedial actions are undertaken in a timely manner.
- Undertake ad hoc basic repairs and modifications within own capabilities, on items like sewing machines, machine-guards etc, checking they are safe to use, and report damage to the Head of Department.
- Support the Teacher of DT/ Food Technology as required, for example with complicated practical lessons
- Move equipment and resources from room to room as required to ensure classrooms and workshops are equipped for lessons in a timely manner.
- Create specific DT items for use across the Academy, for example, props for Drama productions, wooden frames for artwork etc.
- Assist with displays within the department as required by teaching staff.
- Maintain records as requested providing general clerical admin support, including for example, photocopying, fridge temperature records, machine checks, forwarding invoices to Finance etc.
- Support in other departments across the academy as may be required e.g. in the Art department or other departments where cover may be required.

### **Health & Safety Responsibilities**

- Demonstrate to both staff and pupils as required to ensure safe use of DT specialist equipment
- Ensure hazardous substances are disposed of safely in consultation with the Estates Team.
- Clean equipment, resources, workshops and classrooms within DT areas, to help maintain a purposeful, clean, orderly and productive working environment.

### **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Horbury Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

## 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>	GCSE in Mathematics, English and DT at Grade C or equivalent.	A	Experience of working within an Academy/school.	A
	NVQ2 or equivalent qualification or experience in relevant discipline	A	Support Work in Schools (SWIS) Level 2	
<b>Experience:</b>	Relevant technical experience (ie experience of using machinery, tools etc)	A/I	Limited experience of DT in an Academy/Secondary school setting	A/I
<b>Knowledge and Statutory Requirements:</b>	Understanding and knowledge of data protection issues.	A/I	Knowledge of relevant policies/codes of practice and awareness of relevant legislation.	A/I
	Specific knowledge regarding machinery within the DT/Art Faculty (e.g. laser-cutter).	A/I	Good knowledge of health and safety in DT classrooms.	A/I
	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.	A/I		
	Considerable knowledge of the operation of tools and equipment.	A/I		
<b>Planning, Organisation and Mental Challenge:</b>	Excellent organisational skills	A/I		
	Able to work under pressure to deadlines, able to solve straightforward problems particularly during exam periods	A/I		
<b>Interpersonal &amp; Communication:</b>	Good interpersonal skills, particularly when dealing with pupils	I		
	Able to deliver training and instruction as required to staff and pupils regarding the safe use of equipment.	I		
<b>Physical Skills and Demands</b>	Highly developed physical skills and use of precisionary machinery, including bandsaw.	A/I		
		I		
<b>Initiative &amp; Independence:</b>	Able to work independently, using own initiative, consulting with Line Manager to resolve specific problems	I		
<b>Emotional Challenge and Resilience:</b>	Some emotional resilience.	I		



<b>Philosophy and Commitment:</b>	An interest in educational issues.	I		
	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.	I		
	A personal commitment to lifelong learning and continuous professional development.	I		
	Commitment to high standards, best value and continuous improvement.	I		
<b>Personal Qualities:</b>	Enjoys working with young people.	I		

#### **Responsibilities for Resources:**

**Line Management Responsibilities:** None.

**Financial Responsibilities:** Responsible for placing orders for the department and seeking best value on each occasion. Orders are subject to budget holder approval (line manager).

#### **Physical Resources:**

Responsible for ordering stocks and supplies and for repairing equipment (excluding diagnostic repairs) and maintaining equipment.

Responsibility to ensure all servicing of equipment is undertaken in line with statutory and/or manufacturing guidelines.

#### **Responsibility for People:**

The postholder ensures the health and safety in the DT classrooms of both pupils and staff.

#### **Responsibility for Policy Development:**

The job involves no direct responsibility for policy development; however, all staff are expected to be involved in policy consultation.

#### **Responsibility for Pupil Outcomes:**

Within the Academy and due to the nature of the role, the job has limited impact on the educational outcomes of pupils.

**Working Conditions:** Based in the DT Prep room, the jobholder is exposed to limited people related issues.

**Main Contacts:** The postholder liaises with staff, particularly Art and DT staff and pupils.

#### **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:** October 2022

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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