MALTBY ACADEMY

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Maltby Academy.

We hope that the information within this pack will help you decide whether Maltby Academy is the right place for the next stage of your career.

Maltby Academy is a successful and ambitious 11-19 academy at the heart of its community, serving more than 1,100 students, including a thriving Sixth Form. We are proud to be part of Place Partnership, a family of academies committed to ensuring that people belong, place matters and purpose lasts.

At Maltby Academy, we believe that every young person deserves an exceptional education and the opportunity to fulfil their potential. Our culture is built upon high expectations, strong relationships and an unwavering commitment to putting students first. We are proud of the inclusive and supportive environment we have created, where students feel safe, valued and empowered to succeed.

Our dedicated staff work collaboratively to ensure that all students receive excellent academic, pastoral and personal development opportunities. We strive not only to achieve strong educational outcomes, but also to develop confident, resilient and responsible young people who are fully prepared for their futures.

Beyond the classroom, students benefit from a comprehensive programme of enrichment, leadership opportunities and wider experiences that help broaden horizons, build confidence and raise aspirations.

As Principal, I am incredibly proud of our students, staff and wider academy community. If you share our passion for excellence, inclusion and transforming the life chances of young people, we would be delighted to hear from you.

Yours sincerely,

Richard Wood
Principal





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 Maltby Academy

- Maltby Academy is a successful and ambitious 11-19 academy located in Rotherham, serving more than 1,100 students, including a thriving Sixth Form provision.

- We are a highly inclusive academy where every student is known, valued and supported to achieve their full potential. Ofsted recognised that “Inclusion runs through every aspect of school life.”

- We are committed to delivering a broad, ambitious curriculum alongside exceptional pastoral care and a strong focus on personal development.

- We offer an extensive programme of enrichment activities, leadership opportunities and wider experiences that broaden horizons and raise aspirations.

- We provide a supportive and aspirational learning environment where students develop the knowledge, skills and character needed to succeed in education, employment and life beyond school.

- We have been recognised by Ofsted for our strong personal development provision, with pupils benefiting from a “well-sequenced personal development programme” that supports wellbeing, resilience and personal growth.

- We are dedicated to ensuring the very best outcomes for all students through high expectations, strong relationships and a culture of continuous improvement.

- We are at the heart of the local community, working closely with families and partners to ensure every young person can thrive and succeed.



Ofsted Report 2026

Inclusion runs through every aspect of school life. Leaders identify and understand each pupil's individual needs. As a result, vulnerable pupils' attendance is improving, rates of suspensions are decreasing and attainment is increasing.





Pupils access activities such as boxing and special effects make-up, which they might not otherwise have had the opportunity to experience.

Examinations Invigilator

Location: Maltby Academy
Salary: Band E (Fixed Point 7) £14.14 per hour
Contract: Casual, Zero Hours
Start date: As Soon As Possible

About the Role

We are seeking to appoint a number of enthusiastic individuals to assist staff in the invigilation of examinations. The post requires flexibility as working hours will vary according to the demands of the examination timetable. GCSE grade A* - C in English and Mathematics (or the equivalent) is desired but candidates without this, who have significant relevant experience, will be considered. Training will be provided and working hours will be as and when required by the Academy.

Maltby Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom who work together to achieve the Trust vision 'People belong. Place matters. Purpose lasts.'. If you feel you would like to be a part of that team and could make a valuable contribution to driving standards and performance to the next level, we would like to hear from you.

About You

The successful candidate will be…

- Be committed to Place Partnership Trust's Vision and Values and the Academy's Key Drivers.
- Have a true growth mindset and solid work ethic.
- Have a relentless obsession for improving the life chances of all students at Maltby Academy.
- Be committed to raising standards for all students in the Academy enabling them to secure positive progression routes;
- Be 100% committed in supporting the Academy uphold the highest expectations of students;
- Work proactively with other colleagues, leaders and multi-agencies to support all students.
- Have the ability to engage, inspire and build excellent relationships with both students and staff.
- Have the knowledge and experience of the context in which Maltby Academy operates.

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

A MULTI-ACADEMY TRUST

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 the Local Government Pension Scheme
- 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
- 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 Mrs J Holden, PA to Principal

Closing Date: Monday 16th November 2026 at 9.00am

Interviews are expected to take place: W/C 16th November 2026.

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
Examinations Invigilator

NJC Pay Range:	Band E
Responsible To:	Examinations Manager

Main Purpose of the Post

- To provide provide smooth and effective administration of school examinations.

Key Areas of Responsibility

- To work with Examinations Office staff to ensure the successful operation of the examinations process in the school.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To ensure the efficient timekeeping of exams, including starting and end exams as required.
- To supervise candidates in a quiet and unobtrusive manner to ensure that all examination regulations are followed.
- Supervision of 'clash' candidates between exams.
- To ensure any minor behaviour issues are dealt with in accordance with school policy.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and data protection, reporting any concerns to the appropriate person.
- Attend invigilator training sessions held in school, including annual refresher training.
- Any other related duties as may arise.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.

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 E

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 students 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.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors 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.

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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
Examination Invigilator

	Essential	Desirable
Qualifications and Training	• GCSE English and Mathematics (grades A* to C) or the equivalent, or significant relevant experience. • Willingness to attend training sessions (induction training will be provided).	
Experience, Knowledge and Understanding	• Ability to work calmly, accurately and effectively under pressure. • Ability to work unsupervised. • Ability to work effectively as part of a team. • High professional standards. • Ability to work flexibly to meet the needs of the school.	• Awareness of Child Protection issues.
Personal Qualities and Attributes	• Good communication skills. • Good organisational skills.	
Commitment	• Commitment to diversity and equality of opportunity in all working practices.	

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

Postholder Acceptance

I acknowledge receipt of this job description and understand the expectations associated with the role.

Postholder Name .....

Postholder Signature .....

Date .....

MALTBY ACADEMY

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