



HORBURY PRIMARY ACADEMY

HEADTEACHER RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in the position of Headteacher at Horbury Primary Academy, part of Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient detail and helps you to decide if you have the right qualities, skills and experience to apply for the position.

As Headteacher, you will be joining an extremely ambitious organisation and a highly qualified, skilled and committed staff body at Horbury Primary. Therefore we are seeking an outstanding leader to join our team, and a highly skilled practitioner that can steer the ongoing and sustained improvement in the quality of provision and outcomes for our young people.

As you will read in this recruitment pack, the Headteacher opportunity has arisen as a result of the retirement of Ms Tomlinson, the current Headteacher. Ms Tomlinson describes working with Horbury Primary Academy's children as a pleasure as they are 'polite, hardworking and enthusiastic to do their best and to be the best ambassadors for Horbury Primary Academy that they can be'. As CEO I can certainly echo that sentiment as I see time and time again on visiting the academy.

A key feature of your role will be to lead Horbury Primary on the next stage of its journey following the retirement of Ms Tomlinson and its most recent Ofsted inspection which took place during the last week of the autumn term. We are keen to really push forward now for even greater success, alongside shaping the development and growth of the Trust as a whole. The successful applicant will work with a wide range of Trust senior leaders, Headteachers / Principals and with the CEO in this respect.

This is an exciting time in the Trust's development, as we continue to work tirelessly to provide world class education for the young people within our community. In our seventh year as a Trust we are secure in our strong foundations on which to build, consolidating the important structures necessary for growth, development, innovation, and continuous improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated, and effective way. Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust. As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes and Trust and/or locality networking.

It is a real privilege to work alongside such a talented body of professionals working relentlessly to provide the best opportunities for our young people. If you feel that you have the vision, drive, and energy to lead Horbury Primary Academy in its next phase of excellence, then we would be delighted to hear from you.



Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education

A MESSAGE FROM THE RETIRING HEADTEACHER

Having taken the decision to retire at Easter 2023, I am delighted to share with you some thoughts on why you should strongly consider applying for the position of Headteacher of Horbury Primary Academy.

I have had the great privilege of working at this academy since 2018 as the Headteacher and prior to that as the Headteacher of our partner primary in Accord Trust at Middlestown Primary Academy since 2009. There is a strong collaboration between all the academies within the Trust and with the central team which ensures that you always have an understanding ear and a like-minded professional to be a sounding board.

At Horbury Primary Academy we have developed a strong ethos which is committed to ensuring the best for all our children and puts them at the centre of everything we do. This is evident in our curriculum which we believe inspires children to learn and gives them the necessary skills and understanding to become life-long learners as part of the 'Horbury Way'. Underpinning this are our PRIDE words; a set of learning attributes that ensure that children leave our academy with a strong academic core and the self-esteem, confidence, and motivation to learn.

As the next Headteacher of the academy you can look forward to:

- Working with an experienced senior leadership team who will go the extra mile in their role and will give you their unwavering support.
- Leading a highly qualified, skilled, and committed staff who believe in our ethos and are proud to teach at Horbury Primary Academy.
- Working in partnership with a very supportive Governing Body to plan strategically for academy improvement whilst allowing operational autonomy.
- Being supported by a central team that will offer support, guidance, challenge, and reassurance to achieve success.
- Most importantly, you will have the pleasure of working with our children who are polite, hardworking and enthusiastic to do their best and to be the best ambassadors for Horbury Primary Academy that they can be.

I hope that this short introduction will encourage you to apply for the post of Headteacher at Horbury Primary Academy, an amazing place that has given me many happy memories and that I have been extremely proud to lead.



Julie Tomlinson
Headteacher

WHY WORK AT HORBURY PRIMARY ACADEMY?

- Horbury Primary Academy is a mixed, 3-11 primary academy, situated on the outskirts of Wakefield.
- Horbury Primary converted to academy status in December 2016 and joined Accord Multi Academy Trust at the same time.
- The academy is situated just outside of the town centre of Horbury, a close knit community.
- We are immensely proud of our academy, staff and pupils and strongly believe that all pupils are entitled to experience the full breadth of learning and education.
- We encourage all pupils to demonstrate the academy's 'PRIDE' attributes; Perseverance, Risk Taking, Independence, Determination and Enthusiasm.
- We are delighted to offer an extensive extra-curricular and enrichment programme including Young Voices, residential trips, professional visitors into the academy and sporting competitions and events.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We have previously held the Green Flag status and continue to uphold our commitment to sustainability in our academy.
- The academy has very strong links with the local community in Horbury and other primary schools within the Horbury pyramid.



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It has been a breath of fresh air working at Horbury Primary Academy. As a teacher, working in a supportive and collaborative environment is incredibly important and I have received support in all areas of my career and personal life while working here. All the staff are a caring and friendly group of people, who truly put the children first, and make it a very happy place to be.”

Helen

Teacher & PE Lead



“

What I really appreciate is the open-door policy as there is always someone to talk to, which is important under the pressure we face in education”.

Class Teacher

Horbury Primary Academy

ABOUT THE TRUST

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 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.

Further details about the Trust; our recent successes and our plans for growth and development can be found in our Annual Report 2022 and our Strategic Plan 2022-2025 accessible by clicking the links below;

- [Strategic Plan](#)
- [Annual Report 2022](#)

WHY WORK FOR THE TRUST?

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 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 capacity. The Trust and individual academies organise regular staff social events, craft workshops, sporting groups which currently include a running club and weekly staff football matches.



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Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

Dan

Director of Mathematics



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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 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.”

Jules

Finance Manager



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 Trusts 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 joined up approach to working and developing initiatives, agendas and changes to practice.
 - Opportunities to lead on developments as a stepping stone to further career prospects.
 - 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 (NPQs).
- 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.





PRIMARY HEADTEACHER ADVERT

Horbury Primary Academy is a thriving and popular 2-form entry primary school. The school has enjoyed a period of sustained improvement since joining Accord Multi Academy Trust in 2016 culminating in its most recent Ofsted inspection in the latter part of the autumn term in December 2022. With the planned retirement of the current Headteacher the Trust is seeking to appoint a new Headteacher who will build on the school's many strengths and lead further improvement in the quality of provision and outcomes for its young people.

The new Headteacher will have the opportunity to work with a highly qualified, skilled and committed staff body who are motivated to continue the school's progress. There is a real appetite to push forward for even greater success. The new Headteacher must be an inspirational and progressive leader who will harness that energy, and the strengths of key stakeholders, to establish a positive culture and equal opportunities for all and lead on a programme of strategic improvement. You will have the autonomy and ability to make decisions and to be creative while working with a Trust team that will offer support, guidance, challenge, and reassurance to achieve success.

Accord Multi Academy Trust is an established and well-regarded cross-phase MAT of four schools – two secondaries (one incorporating Accord Sixth Form) and two primaries. The schools are in close proximity which creates excellent opportunities for strong collaboration between all leaders. This culture has been instrumental in allowing the schools and the Trust to meet the many challenges in education in a coherent, co-ordinated, and effective way with the mutual support and challenge enriching each of the academies and the Trust. The Trust has strong foundations on which to build and you will be a key part of its future growth, development, innovation, and continuous improvement.

This is an excellent opportunity for an existing or aspiring Headteacher/Principal to join Horbury Primary Academy and to lead the next exciting phase in its development. Your leadership will engage and inspire others and you will empower your team so that they have opportunities to flourish and develop. Importantly, you must be values led and motivated to make a real difference to the lives of our children and their families.

For a confidential discussion about the role, to arrange a visit to the academy or to make an application, please contact Martin Blair at Hays Leadership Appointments on the contact details below:

T: 07736 791138

E: martin.blair@hays.com.

Please do not use online "APPLY" options.

Start date: September 2023 or earlier in discussion with the appointed candidate

Closing Date: Thursday 23 February 2023 at 12 noon.

Interview days: Wednesday 1 March and Friday 3 March 2023

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.

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

Post: Primary Headteacher
Salary: L18 - L24 (£67,351 to £78,010 per year)
Start date: September 2023 or earlier in discussion with the appointed candidate
Reporting to: CEO

OVERALL PURPOSE OF THE JOB:

To be responsible for all aspects of the internal organisation, professional leadership, management and control of the academy and for leading supervision of teaching and support staff.

RESPONSIBILITIES AND ACCOUNTABILITIES:

Strategic Direction and Development:

Working with the CEO and the Academy Education Committee (AEC), to develop a strategic view for the academy in its community, analyse and plan for the future needs and further development of the academy within the local and national context. In particular:

- To formulate overall aims and objectives for the academy and policies for their implementation.
- To lead by example, provide inspiration, motivation and embodiment for the pupils, governors and parents, of the vision, purpose and leadership of the academy.
- To create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life.
- Secure the commitment of parents and the wider community to the vision and direction of the academy.
- To create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing academy improvement.
- To ensure that all those involved in the academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the academy.
- To ensure that the management, finance, organisation and administration of the academy, support its vision and aims.
- To ensure that policies and practices take account of national, local and academy data, and inspection and research findings.
- To monitor, evaluate and review the effects of policies, priorities and targets of the academy in practice and take action if necessary.
- To ensure a commitment to safeguarding and promoting the welfare of children and young people.
- Work closely with other Primary Headteachers in the Trust to align strategy and operations wherever reasonable and possible to the benefit of all stakeholders.

Teaching and Learning:

To work with the Academy Education Committee to secure and sustain effective teaching and learning throughout the academy and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement:

- To create and maintain an environment and a code of behaviour and conduct which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet the standards set out in the professional development framework.
- To determine, organise and implement the curriculum and its assessment, and to monitor and evaluate them in order to identify and act on areas for improvement.
- To ensure that effective, appropriate pastoral support is available to pupils.
- To ensure that pupils develop skills in order to learn more effectively and with increasing independence.
- To monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement.
- To ensure proper standards of professional performance are established and maintained.
- To ensure that the academy complies with the statutory requirements that promote equal opportunities for all.
- To develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning.
- To create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.



Leading and Managing Staff:

To lead, motivate, support, challenge and develop staff to secure improvement:

- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff, in work carried out in the academy and work carried out elsewhere.
- To participate, as appropriate, having regard for other duties, in the teaching of pupils at the academy.
- To consider the extent to which the Headteacher's duties may be delegated to any other senior leader.
- To arrange for an alternative senior leader to assume responsibility for the discharge of the Headteacher's academy functions at any time when the Headteacher is absent from academy.
- To ensure that communication channels exist in the academy enabling all staff to receive information they need in order to carry out their professional duties effectively.
- To motivate and enable all staff in the academy to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- To sustain own motivation and that of other staff.
- To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.
- To participate in arrangements for teachers performance management.
- To ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.
- To ensure that professional duties and conditions of employment as set out in the School Teachers' Pay and Conditions document are fulfilled.

Efficient and Effective Development of Staff and Resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the academy's strategic plan and financial context:

- To work with governors and senior colleagues to recruit staff of the highest quality available.
- To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
- To work with the CEO and central team around implementing decisions in relation to staffing.
- To work with the CEO and the central team, regarding procedures to deal with the competence and capability of staff.
- To work with the CEO and central team, regarding priorities for expenditure, allocation of funds and to ensure effective administration and control.
- To manage and organise the academy environment efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- To make arrangements, if so required, for the security and effective supervision of the academy buildings, contents and grounds, ensuring that any lack of maintenance is reported to the appropriate colleague, contractor or service provider.
- To undertake responsibilities as defined in the academy's Health and Safety policy.
- To ensure that appropriate risk assessments are undertaken before sanctioning participation in potentially hazardous activity.
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

To be accountable for the efficiency and effectiveness of the academy to the CEO, governors, including pupils, parents, staff, local employers and the community:

- To provide information, objective advice and support to the AEC to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- To report to the AEC on the discharge of the Headteacher functions and the affairs of the academy.
- To create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the academy.
- To present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences, including parents, governors, the local community, OFSTED, and others, to enable them to play their part effectively.
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the academy's targets for improvement.
- To consult with the CEO and central team and report to the governors annually on the performance management of teachers at the academy in relation to the School Teachers Pay and Conditions Document.
- To ensure the academy website is maintained with up to date information for all relevant stakeholders.

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 work towards achievement of the academy Strategic Plan.
- To maintain a positive ethos around the academy with regard to pupil and staff welfare.
- To monitor pupil behaviour.
- To work collaboratively with the wider community including partner schools/academies within Accord Multi Academy Trust and the local community.
- 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 CEO 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 pupils to follow this example.
- Adhere to all policies as set out by the Board of Trustees. 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.
- Foster positive and courteous relations with pupils, parents and colleagues.



PERSON SPECIFICATION

	Essential	Desirable	Assessed by Application or by interview	
			A	I

Qualifications

Degree	✓		✓	
PGCE	✓		✓	
Evidence of contiuned professional development	✓		✓	✓
Achieved NPQH		✓	✓	

Professional experience and knowledge

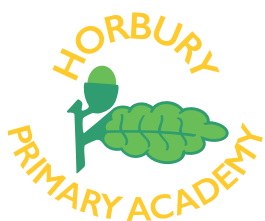
Evidence of demonstrating strong classroom practice	✓		✓	✓
Experience of successfully teaching across the age and ability range	✓		✓	✓
Experience of successfully planning and implementing curriculum/pastoral developments	✓		✓	✓
Experience of monitoring and improving the quality of teaching and Learning	✓		✓	✓
Proven experience of developing good working relationships with all Stakeholders	✓		✓	✓
Proven experience in the analysis of performance data for the purposes of target setting and evaluation	✓		✓	✓
Have experience of strategic planning	✓		✓	✓

Knowledge, Skills, Experience and Behaviours

Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory obligations	✓		✓	✓
Comprehensive knowledge of performance management requirements in an educational context	✓		✓	✓
Knowledge of the professional teaching standards	✓		✓	✓
Experience of senior management at Deputy / Vice or Headteacher / Principal level	✓		✓	✓
An excellent classroom practitioner with the highest expectations for the welfare and progress of all pupils	✓		✓	✓
Have a thorough understanding of curriculum development	✓		✓	✓

PERSON SPECIFICATION

Have a proven commitment to excellent and respectful behaviour from the whole academy community	✓		✓	✓
Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvement	✓		✓	✓
Proven ability to lead and manage significant whole academy initiatives	✓		✓	✓
Excellent subject knowledge	✓		✓	✓
Excellent management, motivational and communication skills	✓		✓	✓
Lead, manage and co-ordinate staff through an effective team based approach	✓		✓	✓
Ability to understand complex organisations and work with clearly defined line management and supervision structures	✓		✓	✓
Ability to monitor and evaluate the work of others	✓		✓	✓
Commitment to securing the best possible outcomes for pupils	✓		✓	✓
Ability to work on own initiative and be pro active	✓		✓	✓
Work in ways that promote equality of opportunity, participation, diversity and responsibility	✓		✓	✓
A commitment to abide by and promote the academy's Equal Opportunities, Health and Safety and Child Protection Policies	✓		✓	✓
A commitment to Safeguarding and promoting the welfare of children and young people	✓		✓	✓
To offer support and intervention where necessary	✓		✓	✓
Understanding of the characteristics of high quality teaching and effective learning	✓		✓	✓
Knowledge and understanding of current issues in education	✓		✓	✓
Knowledge and understanding of current Child Protection legislation, procedures and initiatives	✓		✓	✓
Awareness of different learning styles and multiple intelligences	✓		✓	✓
Ability to work with an effective team	✓		✓	✓
Ability to see tasks through to a successful conclusion	✓		✓	✓
Ability to work under high levels of pressure, meet tight deadlines and pay attention to detail	✓		✓	✓
Ability to self-evaluate, reflect and change strategies according to pupil need	✓		✓	✓



Horbury Primary Academy
Northfield Lane
Horbury, Wakefield
West Yorkshire
WF4 5DW

horburyprimary.accordmat.org