



OSSETT ACADEMY

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Ossett Academy and Ossett Sixth Form College. 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 we are incredibly proud of our excellent track record of high levels of pupil achievement in the context of a broad and balanced curriculum, we also offer and actively encourage our pupils 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 pupils and 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 ongoing development of schools and academies and with this in mind, we work collaboratively alongside our primary pyramid, striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3-18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside academies in West and South Yorkshire as part of Place Partnership. The vision of Place Partnership is to 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.

Yours sincerely,

Alex Lunn
Head of Academy



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 Ossett Academy

- Ossett Academy is a mixed 11–18 academy, located on the outskirts of Wakefield. Ossett Sixth Form College, our standalone Post 16 provision, is situated onsite.
- Ossett Academy was founded in 1735 as Ossett Grammar School, originally located in the centre of Ossett where the Town Hall now stands.
- Our school site is diverse and firmly rooted around 'Park House', the Grade II listed building built in 1867. The building was purchased and became Ossett Grammar School in 1906.
- We are immensely proud of our academy, staff and pupils. We strongly believe that all pupils are entitled to experience the full breadth of education, reflected through our curriculum model which encourages learners to study a broad range of subjects.
- Alongside our extensive academic and extra-curricular offer, we provide excellent pastoral care for our pupils, tailored to their individual needs.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can utilise their first working day to meet colleagues and complete their induction/transition, before entering the classroom and/or workstation for the first time.
- Our Trust promotes a one-Trust culture, in which our colleagues work as part of a wider team which spans all our academies.
- As a Trust we provide extensive opportunities and resources for career development, and encourage colleagues to take responsibility in leading their own progression.



Staff Testimonials

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.

Anna
Head of Biology



I've been involved with staff wellbeing for a number of years. I lead the Academy's Workload Group; its 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, and secondhand swap shops to name a few!

Lyndele
Curriculum Team Leader of Art,
Design & Technology



Pupil Services Officer

Location: Ossett Academy

Salary: Band F, £25,325 to £27,927 per annum (actual salary)

Contract: 37 Hours Per Week, Term Time + 2 Inset Days, Temporary

Start date: To Start As Soon As Possible

About the Role

Ossett Academy & Sixth Form are seeking to appoint a proactive and resilient Pupil Services officer to join our dynamic Pastoral department. The successful candidate will be a valued member of the wider Pastoral, Behaviour and Inclusion Team, playing a central role in supporting pupil wellbeing, promoting high standards of behaviour and attendance, and contributing to a positive and inclusive learning environment.

The Pupil Services Officer will be a highly visible and approachable member of the Academy community, providing a welcoming presence for pupils and supporting them in meeting the Academy's high expectations and standards. Working closely with Pastoral Year Leaders and the wider Pastoral Team, the postholder will promote positive behaviour, ensuring pupils are prepared for learning. They will provide effective administration support and respond proactively to pastoral and behavioural matters as they arise, helping to maintain a safe, inclusive and purposeful learning environment.

The ideal candidate will also contribute to pupil welfare and safeguarding procedures, undertaking welfare checks in collaboration with the Attendance Officer. In addition, they will play an active role in the wider life of the Academy, supporting key events and helping to foster a strong sense of community and belonging.

This position is temporary to 31 August 2027 in the first instance to provide cover for maternity leave. Should the member of staff return to duty earlier than this date you would be given the appropriate notice.

About You

The successful candidate will be...

- Qualified to GCSE level (or equivalent) in English and Mathematics.

- Experienced in providing high-quality administrative support within a busy environment.
- Able to effectively manage multiple priorities, work under pressure and meet deadlines.
- An excellent communicator with strong interpersonal skills and the ability to build positive, professional relationships with young people.
- Knowledgeable about data protection legislation and the importance of maintaining confidentiality when handling sensitive information.
- Proactive, organised and resilient, with a flexible approach to supporting the needs of the Academy.
- Committed to promoting high standards of behaviour, attendance and pupil wellbeing.

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 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 either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Technology scheme via SmartTech*
- 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
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- 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 hr@placepartnership.com.

Closing Date: Friday 06 November at 9.00am

Interviews are expected to take place: week commencing 09 November 2026

To apply for the position, please visit <https://placepartnership.com/current-vacancies>

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.

Role Description

Pupil Services Officer

NJC Pay Range:	Band F
Responsible For:	N/A
Responsible To:	Designated Leader/Manager

Main Purpose of the Post

- To be part of the wider Pastoral, Behaviour and Inclusion Team to welcome pupils on site each morning.
- To check Standards for Success and ensure these standards are maintained throughout the day.
- To deliver services of support for pupils, such as ensuring they are in correct uniform and ready for learning. This includes the staffing and management of the uniform and equipment store.
- To be on 'Active Patrol' while pupils are on site, to be a first line of contact to respond to 'Call Outs' for requests for support from staff due to behavior incidents in lessons or around site and act as first responder to First Aid to triage any medical issues as they happen.
- To support in the administration of tasks to support Pastoral Year Leaders (PYL) and to deputise for Pastoral Year Leader as required. Being fully involved in Pastoral Briefings, Year Team Meetings and relevant Behaviour and Inclusion Meetings.
- To ensure timely administration and communication of detentions and sanctions in liaison with PYLs and the Data team, including ensuring pupils attend their detention rooms, parent/carers receive communications and stickers are added to planners for detentions and C5s.
- To assist in pupil welfare checks on site in liaison with the Attendance Officer. 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 attend relevant parent/carers and pupil events such as parents evening, supporting success events and academy wide showcases.

Key Areas of Responsibility

- This is a pupil facing role to assist the Pastoral, Behaviour and Inclusion Team in ensuring all Standards for Success are met and maintained and supporting in the administration of this.
- Pupils will be supported with ensuring they have daily equipment, pupil planners and uniform items. The organised and efficient management of the uniform and equipment store will enable availability of adequate stock, items are accounted for, returned or purchased in a timely manner.
- The availability of being on the radio or by being on active patrol to respond to 'On Calls' as required.
- To signpost and support staff and pupils as necessary in line with academy procedures.
- The effectively work with colleagues in the medical room, to ensure pupils remain safe and are accounted for at all times.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Ossett Academy and the Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Be an active participant in your own professional development, including training and the appraisal process.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy and Trust Policies at all times.

Care and Support Responsibilities

- Promote care, guidance and support for pupils as required to ensure their health, safety and well-being in the Academy.
- Employ the positive handling approach to situations, ensuring incidents can be de-escalated. Understanding and applying the practice of being trauma informed and being able to use reasonable adjustments as required.

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.

Role Description

Supplementary Information

NJC Pay Range:	Band F
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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.

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.

Person Specification

Pupil Services Officer

	Essential	Desirable
Qualifications and Training	- Maths and English GCSE Grade C or above - Relevant First Aid Certificate - ICT qualification or equivalent to NVQ Level 3.	- Excellent literacy and numeracy skills. - Specialist skills in behaviour management, de-escalation, safeguarding, administering medicines.
Experience, Knowledge and Understanding	- Experience of general administration in a busy setting. - The ability to multi-task, prioritise and meet deadlines with an attention to detail. - Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people. - Must be able to apply knowledge of first aid. - Working knowledge of data protection legislation and requirements for confidentiality of sensitive information.	- Experience of working in a large secondary school setting. - Experience of using Bromcom as a MIS or similar system. - Specialist knowledge in behaviour management, de-escalation, safeguarding, administering medicines.
Skills and Attitude	- Excellent organisation skills. - The job holder is required to be able to interpret information or situations. - Excellent time management skills and self-motivation - Developed interpersonal and communication skills related to challenges of individual pupil requirements. - Will be expected to be actively patrolling the site on a regular basis for large proportions of the day. - Will be expected to use IT to update pupil and behaviour records.	- Evidence of being able to raise standards. - Ability to apply a range of interpersonal skills adapting to suit specific audience.
Personal Qualities and Attributes	- Ability to be reflective and self-critical. - Enjoys working with young people. - Jobholder will be expected to use own initiative whilst working. - Will work independently and in liaison with other colleagues with	- Ability to create innovative effective and efficient ways of working. - Ability to manage pupil behaviour and respond to

	pupils, but has access to a line manager for advice and guidance • The jobholder will regularly be required to apply emotional resilience to challenges from pupils whilst undertaking job role, in line with the Academy ethos.	challenging situations in a calm and professional manner.
Commitment	• An interest in educational issues. • A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities. • A personal commitment to lifelong learning and continuous professional development. Commitment to high standards, best value and continuous improvement.	• Knowledge of current education issues theory and practice.

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



OSSETT ACADEMY



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