



HORBURY ACADEMY

RECRUITMENT PACK



DEAR APPLICANT

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?

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.



“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



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 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.

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?

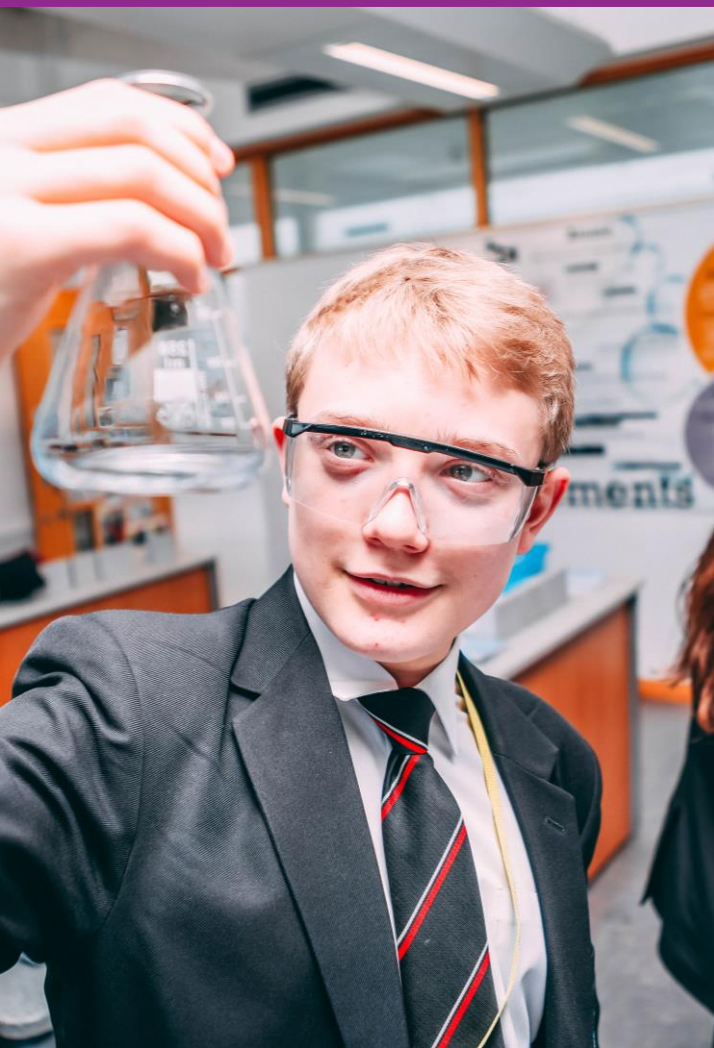
- Horbury Academy is a mixed, 11-16 academy, situated on the outskirts of Wakefield.
- We are immensely proud of our academy, staff and students and strongly believe that all students are entitled to experience the full breadth of education; reflected through our curriculum model that encourages learners 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.





“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.”

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.”

Jayne
Science Technician



ADVERT

SEN ADMINISTRATION ASSISTANT

Scale 3, £20,190 to £20,528 per annum (actual salary)

Full Time, Permanent

Term Time Only + 5 Inset Days

To Start As Soon As Possible

Horbury Academy are seeking to appoint a SEN Administration Assistant to provide efficient administrative support to the SEN Department. The role may also involve provision of administration support to other academy teams / colleagues to assist key functions.

The successful applicant will be required to demonstrate flexibility, excellent organisational skills and the ability to communicate effectively with all colleagues and pupils alike. The successful applicant must be able to demonstrate the ability to work independently and confidentially with strong attention to detail.

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 are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants 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://www.accordmat.org/Working-For-Our-Trust)

For an informal discussion about this position please contact hr@accordmat.org or call on 01924 282748.



Closing Date: Monday 18 December 2023 at 9.00am

Interviews likely to be held: w/c 18 December 2023

Application forms are available from accordmat.org/vacancies/

Completed application forms to be returned to 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 Title: SEND Administration Assistant	Grade: Scale 3
Department: SEN	Accountable to: SENCO
Contract: Permanent, Term Time Only + 5 Inset Days	Responsible for: N/A

Overall Purpose of the Job:

- Provide an effective and confidential administrative support service to the SENCo and SEN team at Ossett Academy.
- Provide support to wider academy administration and reception colleagues in dealing with communications and enquiries.
- Support the wider academy administration team as required e.g., support organising events and activities, pastoral colleagues and general admin support including but not limited to reprographics and reception cover.
- 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 confidentially.

Key Outcomes/Activities:

- Provide administrative support to the academy SENCo and SEN Team ensuring positive and constructive communications are maintained and provided in a timely manner.
- Undertake typing, word processing and other IT based tasks, as directed by the SENCo.
- Support SEND colleagues with academy emergency procedures (PEEPS).
- Support the work of the wider academy administration team to ensure the office is professional, organised and operates effectively in relation to communications, enquiries and parent/carer communications.
- Support the academy reception service as may be required and provide cover as part of the academy rota.
- Maintain up to date records and administrative systems within the remit of the job role.
- Ensure GDPR principles are adhered to in all aspects of the job role's work.
- Support academy leaders, SEND and pastoral colleagues at meetings as may be required; this may include preparation of agendas, providing refreshments, attending and taking minutes/notes of meetings and following up on any actions arising.
- Support the wider Admin Teams, including Reception, across the Academy and Trust as may be required.

General Academy Responsibilities:

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by line manager from time to time, in consultation with the post-holder.
- The post holder's duties must, at all times, be carried out in accordance with the Trust's Equality Policy and other policies designed to protect employees or pupils from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers to share this commitment.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- Ability to work flexibly throughout the academy year including on occasion evenings and academy closure periods as required in order to maintain an effective service and support the key duties of the post and wider administration team.
- Willingness to develop skills and perform independent research as required in relation to the role.

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 lists 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
Qualifications:	GCSE Maths and English or equivalent – Grade C or above. RSA typing qualification or ability to demonstrate adequate typing/word processing skills.	A/I		
Experience:	Relevant experience of working in an administrative support capacity. Experience of dealing with the public/customer service.	A/I	Experience of working with SEN administration.	
Knowledge and Statutory Requirements	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.	A/I I	Awareness of SEN legislation / practice relevant to an educational setting.	
Planning, Organisation and Mental Challenge:	Ability to apply judgemental skills on a daily basis when dealing with enquiries, situations from pupils, parents/carers and outside agencies. Excellent and developed organisational skills.	A/I		
Interpersonal & Communication:	Strong interpersonal and communication skills. Polite, professional and friendly telephone manner.	A/I		
Physical Skills and Demands:	Ability to use keyboard efficiently and effectively to access pupil information and produce quality documents, letters etc.	A/I		
Initiative & Independence	Ability to organise own workload and work on own initiative on a daily basis – applying independent time management skills.	A/I		
Emotional Challenge and Resilience:	Ability to apply emotional resilience from both face to face situations and telephone enquiries on a daily basis. The job holder will be exposed to sensitive information on a regular basis.	A/I		
Philosophy and 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.	A/I		
Personal qualities:	Ability to be reflective and self-critical. Enjoys working with young people.	I		

Responsibilities for Resources:

Line Management Responsibilities: None.

Financial Responsibilities: No direct responsibility for financial resources. Very occasionally cash may be handled.

Physical Resources: The job holder will have access to sensitive and confidential pupil / academy information and is responsible for dealing with this in accordance with academy policy and GDPR regulations. Some shared responsibility for the Franking, Shredding and Fax machines.

Responsibility for People: The jobholder works with staff and leaders from the academy and across the Trust and deals with parents/carers, members of the public and visitors. The jobholder will have some direct impact on the well-being of pupils and visitors to the reception area.

Responsibility for Policy Developments: The job involves no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation.

Responsibility for Pupil Outcomes: The job involves limited impact on the educational outcomes of pupils.

Working Conditions: Office based in the Academy but due to the nature of the role, the job holder may be exposed to people-related behaviour on a daily basis.

Main Contacts: The jobholder liaises with Academy users, visitors, parents/carers, 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 Enhanced DBS Disclosure.
- Confirmation of medical fitness for employment.
- Registration with appropriate bodies (where applicable).

Date Completed: September 2023

Name of Postholder:

Signature of Postholder:

Date:

This 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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