Horbury Academy

Recruitment Pack



Welcome to Applicants

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.

Horbury Academy is a thriving co-educational academy situated on the outskirts of Wakefield, serving approximately 1,100 young people aged 11-16. Horbury Academy is part of Place Partnership, a Multi Academy Trust established in 2026, which comprises 12 academies 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.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. We believe that every young person has unique strengths, and we are dedicated to helping them flourish. High expectations underpin our culture - from attendance and punctuality, to conduct, effort and engagement. By focusing on the small things that matter, we create a calm, purposeful atmosphere where pupils can thrive academically and personally. Our approach is shaped by the Key Character Virtues, Ambition, Compassion, Courage, Open-Mindedness, Resilience and Duty.

We are fully committed to investing in our staff and as an employee you will have access to a range of benefits. This includes high quality professional development through formal programmes, and opportunities to work closely with talented staff across the Trust.

Horbury Academy is a thriving, welcoming academy, described in our latest Ofsted report as having a positive culture, supportive atmosphere and high expectations.

We are keen to appoint like-minded, enthusiastic individuals who have 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.

We hope that the information provided in this pack will help you to decide if you have the right qualities, skills and experience to apply for this role. If you feel that you have the vision, drive and energy to support and contribute to the academy's continued improvement, then we would be delighted to hear from you.

Yours sincerely,



Nicky Walker
Executive 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 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 pupils and strongly believe that all young people 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 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 by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, and Phoenix Netball.



Staff Testimonials

In 2017 I came to the Trust as part of the Initial Teacher Training programme and I have been working at Horbury Academy since the start of the 2017/18 academic year. During my time here I have felt fully supported by my department and also the wider academy. This has allowed me to take advantage of plenty of great opportunities that have helped me develop as a teacher and enabled me to progress with my career as a teacher and a leader.

Tony
Curriculum Team Leader of English





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

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SEN Learning Mentor

Location: Horbury Academy
Salary: Band E, £20,307 to £21,890 per annum (actual salary)
Contract: Term Time Only + 2 Inset Days
Start date: To Start As Soon As Possible

About the Role

Horbury Academy is looking to appoint a committed, proactive, and resilient SEN Learning Mentor to join our dedicated support team. This rewarding role offers the opportunity to make a meaningful difference to the lives of pupils with Special Educational Needs (SEN), providing the tailored support, encouragement and guidance they need to overcome challenges and engage fully in learning.

The successful candidate will deliver a range of targeted interventions to pupils who require additional support to reach their full potential. This includes planning and leading tailored programmes for individuals and small groups, focusing on identified learning needs and ensuring measurable progress in academic achievement, social development, emotional wellbeing, and independence.

The postholder will also provide effective pastoral support, promoting pupils' wellbeing, engagement and inclusion. They will work closely with pupils who have behavioural, emotional, or additional learning needs, helping them to develop confidence, positive relationships, and engage successfully in their learning. Through high-quality support and intervention, the SEN Learning Mentor will contribute to creating a nurturing environment where all pupils feel valued, supported, and empowered to succeed.

About You

The successful candidate will be…

- Qualified to GCSE Grade C or above in English and Maths (or equivalent)
- NVQ Level 3 Qualified or able to demonstrate a comparable level of relevant experience.
- Knowledgeable about the development of numeracy and literacy skills, and the techniques required to support pupils in acquiring them.
- Capable of managing a range of tasks efficiently and applying effective organisational skills.
- Skilled in establishing effective working relationships with colleagues and external agencies.
- Committed to inspiring, engaging, and motivating young people, helping them to overcome barriers to learning, build resilience, and achieve their full potential.

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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 20 November 2026 at 9.00am

Interviews are expected to take place: Week commencing 23 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.

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Role Description
SEN Learning Mentor

NJC Pay Range:	Band E
Responsible For:	N/A
Responsible To:	SENDCo/Associate SENDCo

Main Purpose of the Post

- To support the Lead Learning Mentor(s) and the SENCo with the delivery of curriculum provision and learning support for targeted pupils at risk of significant underachievement.
- To support individuals with enhanced needs; specifically but not exclusively supporting pupils relating to a particular area of need, Communication and Interaction, Cognition and Learning , Social, Emotional and Mental Health, and Physical and Sensory.
- To provide specific targeted teaching of learning support programmes to individuals or small groups requiring additional help.
- To uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of pupils.

Key Areas of Responsibility

Pupil Support Responsibilities:

- Provide support to pupils' numeracy and literacy, in one to one and small group settings.
- Provide support to pupils with personal needs, including social, health, physical, hygiene, first aid and welfare matters.
- Support pupils with behavioural needs in small groups and some classes.
- Deliver a range of intervention sessions which lead to measurable outcomes for vulnerable pupils.
- Produce and review PLP's for specific pupils.
- To work with pupils, parents and colleagues to improve the life of pupils in the learning support facility.
- Contribute to the production of reports for parents.
- Analyse data and reports as may be required in support of job role.
- As part of a team of SEN Learning Mentors, support the Pupil Support Team including the SENCo in their duties as directed by the SENCo Associate SENDCo and Lead Learning Mentors.
- To create and source resources suitable to individual pupil's needs.
- Assist with the supervision of pupils outside of lesson times, including before and after the academy day and at lunchtimes, these duties shall be undertaken within the post holder's contractual hours.

SEND Responsibilities:

- Plan and deliver bespoke SEND curriculum support/intervention to small groups of pupils to support their broad area of need.
- Undertake regular training to support specific areas of need.

General Academy Responsibilities

- Support curriculum departments with displays and classroom environment.
- Contribute to and uphold the vision and ethos of the academy.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and pupils, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information

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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 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

SEN Learning Mentor

	Essential	Desirable
Qualifications and Training	• NVQ Level 3 qualification or ability to demonstrate equivalent level of experience. • Evidence of training in relevant field • English and Math to GSCE Grade C or above or equivalent level of qualifications.	• NVQ Level 3 qualification or ability to demonstrate equivalent level of experience. • Evidence of training in relevant field. • English and Math to GSCE Grade C or above or equivalent level of qualifications.
Experience, Knowledge and Understanding	• Understanding the development of numeracy and literacy skills, and the techniques required to support pupils to acquire them. • Knowledge of the principles of Child Development, learning processes and barriers to learning. • An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. • Ability to use a range of ICT applications (e.g. Word, Outlook, Excel) • Ability to demonstrate behavior management skills. • Ability to apply a firm, consistent and understanding approach when considering needs of pupils.	• Personal or intimate care of others. • Experience of working with pupils with English as an additional language. • Experience of supporting on the administering of access arrangement testing. • Understanding of relevant polices/codes of practice with regard to SEN.
Skills and Attitude	• Ability to manage a range of tasks efficiently and apply effective organisation skills. • Good Interpersonal and communication skills. • Ability to relate to a range of pupils and parents in a sensitive manner. • Ability to establish effective working relationships with colleagues and agencies. • Ability to demonstrate a flexible attitude towards teamwork.	

	• Ability to operate effectively when liaising with different groups and colleagues at all levels.	
Personal Qualities and Attributes	• Ability to be reflective and self-critical. • Enjoys working with young people. • Ability to work in a professional manner. • Able to use own initiative when required. • Willingness to be flexible, adaptable and patient. • Ability to remain calm under pressure • The job holder will be required to apply resilience when dealing with emotions/challenges from students and/or staff on a regular basis.	
Commitment	• A belief that everyone can benefit from and has entitlement to high quality, educational opportunities. • An interest in educational issues. • A personal commitment to lifelong learning and continuous professional development. Commitment to high standards, best value and continuous improvement. • A commitment to inclusion so all students have access to a full Academy life	

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

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