

HORBURY ACADEMY

RECRUITMENT PACK

Horbury Academy

A MEMBER OF Accord MULTI ACADEMY TRUST

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 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 LEARNING MENTOR

Scale 4, £14,650.91 to £16,071.78 per annum (actual salary)
31 hours per week
Term time Only + 5 Insets
To start As Soon As Possible

Are you looking for an exciting challenge in a new environment? An excellent opportunity has become available for an innovative, enthusiastic SEN Learning Mentors at Horbury Academy.

We are seeking to appoint SEN Learning Mentors working with the SEN Learning Manager and the SENCO on curriculum provision and learning support for targeted pupils at risk of significant underachievement. SEN Learning Mentors providing one to one support will work with pupils with enhanced needs

In this varied role applicants will be required to demonstrate flexibility, have some experience of working with vulnerable/challenged/challenging children and young people and the ability to communicate effectively with colleagues and students alike.

At Horbury Academy, we strive to create an environment where students enjoy learning and are given the opportunity to stretch themselves both academically and also through a wide range of other extra-curricular activities. Our success is founded on traditional values set in a warm, friendly environment.

Horbury Academy is part of the Accord Multi Academy Trust which 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.

Talk to our staff or pupils and you will find out how proud we are of our unique academy, its supportive atmosphere and strong team ethos. We encourage interested candidates to see what makes us great! Contact the HR team at hr@accordmat.org and we would be happy to answer any other questions you may have.

For more details, or if you're ready to apply, visit our website at https://www.horbury.accordmat.org/recruitment where you will find the application form available to download.



Closing Date: Friday 30 September 2022 at 9.00am

Interviews likely to be held: w/c 03 October 2022

Application forms are available from https://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.

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 SPECIFICATION

Job Title: SEN Learning Mentor	**Grade: Scale 4**
Department: Student Support **Contractual Terms: Permanent + Term Time + 5**	**Accountable to: SENCo/Learning Manager** **Accountable for: N/A**

Overall Purpose of the Job:

- To support the Learning Manager and the SENCo with the delivery of curriculum provision and learning support for targeted students at risk of significant underachievement.
- To support individuals with enhanced needs; specifically but not exclusively supporting students with enhanced needs on the autism spectrum.
- To provide specific targeted teaching of learning support programmes to individuals or small groups requiring additional help. This may be in class or on a withdrawal basis.
- 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 students

Key Outcomes/Activities:

Student Support Responsibilities:

- Provide support to students on numeracy and literacy in one to one and small group settings.
- Provide support to students with personal needs, including social, health, physical, hygiene, first aid and welfare matters.
- Support students with behavioural needs in small groups and classes.
- Provide support for EHCP Students.
- Deliver functional skills Level 1, 2 and 3, as directed.
- Produce and review one page profile for specific students.
- To work with students, parents and colleagues to improve the life of students 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 Student Support Team including the SENCo in their duties as directed by the SENCo and Learning Manager.
- Support the delivery of a range of school improvement and intervention services which lead to measurable outcomes for vulnerable students.
- To create and source resources suitable to individual student's needs.
- Assist with supervision of students 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.

Subject Specific Responsibilities:

- Create resources for SEN students in collaboration with designated curriculum team.
- Attend curriculum meetings and cascade to SEN Learning Mentors the provision and strategies of designated curriculum area.
- Plan and deliver bespoke SEN curriculum support/intervention to small groups of students.
- Identify barriers to learning for SEN students and address these in consultation with Curriculum Leaders and SENCO.

General Academy Responsibilities

- Support curriculum departments with displays and classroom environment.
- Contribute to and uphold the vision and ethos of Horbury 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 students, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information

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 is 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	NVQ Level 3 qualification or ability to demonstrate equivalent level of experience. Evidence of training in relevant field English and Maths to GSCE Grade C or above or equivalent level of qualifications.	**N/A**	First Aid qualification Specialist Qualification in area of SEN TEFL Qualification	A/I
Experience:	Some experience of working with young people. Experience of working with vulnerable/challenged/Challenging children and young people.	A	Personal or intimate care of others Experience of working with students with English as an additional language Experience of supporting on the administering of access arrangement testing	A
Knowledge and Statutory Requirements:	Understanding the development of numeracy and or literacy skills and programmes/techniques to support students to acquire them Knowledge of the principles of Child Development and learning processes and barriers to learning 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 Apply a firm, consistent and understanding approach when considering needs of students.	A/I A/I	Understanding of relevant polices/codes of practice with regard to SEN	
Planning, Organisation and Mental Challenge:	Ability to manage a range of tasks efficiently and apply effective organisation skills.	A/I		
Interpersonal & Communication:	Good Interpersonal and communication skills. Ability to relate to a range of students and parents in a sensitive manner Ability to establish effective working relationships with colleagues and agencies Ability to demonstrate a flexible attitude	I I		

	towards team working Ability to operate effectively when liaising with different groups and colleagues at all levels			
Physical Skills and Demands:	Will be expected to use IT to update student records.			
Initiative & Independence:	Required to work in a professional manner. Tasks will be defined by the Line Manager but the jobholder may be required to use their own initiative on occasions. Willingness to be flexible, adaptable and patient.	A/I		
Emotional Challenge and Resilience:	The job holder will be required to apply resilience when dealing with emotions/challenges from students and/or staff on a regular basis. Ability to remain calm under pressure.	I		
Philosophy and 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	I I I		
Personal Qualities:	Ability to be reflective and self-critical. Enjoys working with young people.	I I		

Responsibilities for Resources:

Line Management Responsibilities: None.

Financial Responsibilities: None**.** However all post holders should ensure all work is carried out within budget and cost effectively

Physical Resources: To prepare maintain and use equipment/resources for relevant learning activities within the learning support area.

Responsibility for People:
Contact with students on a daily basis as defined by the job role, involving some direct impact on the well-being of students.

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 Student Outcomes:
The job has some direct impact on the educational outcomes of students.

Working Conditions:
The nature of the role requires the jobholder to be exposed to some environmental working conditions and/or people related issues.

The post holder will be required to work on their feet most of the day.

Main Contacts:
The jobholder liaises with students, parents/carers, Curriculum Leaders, Teachers and staff within the Academy.

Characteristics of the post:

- The Nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking.
- The post holder may be subject to some exposure to disagreeable or unpleasant people related behavior.
- The post involves contact with young people which through their circumstances or behaviour may regularly place emotional demand on the post holder.

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 safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Revised: April 2019

Signature of Postholder: …… **Date**: ……

This is 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.





Horbury Academy
Wakefield Road
Horbury
Wakefield
West Yorkshire
WF4 5HE

Email: enquiries@horbury.accordmat.org
Telephone: 01924 282740
horbury.accordmat.org