



MIDDLESTOWN PRIMARY ACADEMY

RECRUITMENT PACK



A MEMBER OF
Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in Middlestown Primary 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 Middlestown Primary 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.

Middlestown Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

We believe that the child is the centre of everything we do and we have tried to create a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all, enjoy coming into school. We have enthusiastic, caring and professional staff who work hard to ensure this happens.

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 Horbury 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.

I am extremely proud to lead Middlestown Primary Academy and to work alongside such a talented body of children 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,



Hannah Young
Headteacher

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.

WHY WORK AT MIDDLESTOWN PRIMARY?

- Middlestown Primary Academy is a mixed, 3-11 primary academy, situated on the outskirts of Wakefield.
- Middlestown Primary converted to academy status in December 2016 and joined the Accord Multi Academy Trust at the same time.
- The academy is situated in Middlestown, a small village located between Wakefield and Huddersfield, a close knit community.
- We are immensely proud of our academy, staff and pupils and strongly believe that all pupils are entitled to experience the full breadth of learning and education.
- We encourage all pupils to demonstrate the academy's 'I CARE' attributes; I am reflective, Collaborative, Ambitious, Resilient and Enthusiastic.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We provide an exciting, broad and balanced curriculum which displays continuity and progression.
- We are delighted to offer an extensive extra-curricular and enrichment programme including Residential Trips, professional visitors into school and sporting competitions and events.
- Visitors frequently comment on our calm, caring and supportive atmosphere.
- The Academy has very strong links with the local community in Middlestown and other local primary schools in the area.





"After beginning my teaching career at Middlestown Primary Academy ten years ago as an NQT, I have been able to develop my skills and expertise as a classroom teacher as well as progressing to be a member of the Senior Management Team. This is all down to the incredibly supportive staff that I work with and the positive encouragement I receive each day. The children and staff make it a fantastic place to work and I'm so grateful to work in such a supportive environment that allows all members of staff to reach their full potential."

Nicolle
Year 5 Teacher



"Middlestown Primary is a fantastic place to work. The positive, enthusiastic vibe is infectious and the pride that we all take in our jobs is plain to see. The support we get from the senior leadership team and wider MAT is second to none and I feel very privileged to be part of such a great team."

Louise
Office Manager





ADVERT

Teaching Assistant Apprentice

27.5 Hours Per Week

National Apprenticeship Rate of Pay

Term Time Only

To Start As Soon As Possible

Middlestown Primary Academy are seeking to appoint an outstanding, innovative and committed Teaching Assistant Apprentice to join our support team.

You will attend to the pupil's learning, personal needs and provide general support in managing pupils in the classroom. You will be required to have the ability to use your own initiative when responding to the needs of individual children, and excellent interpersonal skills. Some experience of working with children would be preferable. An interest in Early Years Foundation Stage (EYFS) would be preferable. The post will be working across the Academy but will be predominately based in the EYFS.

The successful candidate will undertake the Level 3 Teaching Assistant Apprenticeship through Barnsley College. As well as ensuring full competency as a Teaching Assistant, this standard provides a foundation for potential progression into a number of career paths in the educational sector including Higher Level Teaching Assistant, Assistant Teacher and Teacher.

The working pattern for the position is Monday to Friday 9.00am to 3.15pm with an unpaid 45-minute lunch break per day. The position is temporary in the first instance for the duration of the apprenticeship.

We are an Academy with a friendly staff and lovely children, and we encourage all staff members to play an active role in the wider part of the Academy.

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 encourage prospective applicants to visit prior to applying. We offer a supportive work environment with a dedicated and approachable central operational team and an educational strategy group who will work with you in order for you to reach your career goals and aspirations.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit the Academy 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 \(accordmat.org\)](http://Working For Our Trust - Accord (accordmat.org))

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



Closing Date: Monday 04 December 2023 at 9.00am

Interviews likely to be held: week commencing 04 December 2023

Application forms are available from <https://accordmat.org/vacancies/>

Completed application forms to be returned to hr@accordmat.org.

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: Teaching Assistant Apprentice	Grade: National Apprenticeship Rate of Pay, national Minimum Wage following probationary period
Department: Designated Academy Base	Accountable to: Headteacher
Contract: Temporary to complete Apprenticeship, 27.5 hours, Term Time Only.	Responsible for: N/A

Overall Purpose of the Job:

- Supports pupil's learning in the classroom under the direction of the class teacher.
- Attend to pupils' personal needs and to provide general support in managing pupils and the classroom.
- Support the class teacher to enhance pupils' learning either in groups or individually,
- Support the class teacher to ensure pupils understand the work set, know their learning objectives and stay on task.
- Promote self- believe, social inclusion and a high self-esteem amongst children.
- Support the class teacher to ensure pupils thrive in a positive, nurturing and safe environment.
- Contribute under the direction of the class teacher to planning and class activities.
- Promote fundamental British values through spiritual, moral, social and cultural development.
- Promote the academy values and ethos and act professionally as a role model to the children at all times.

Key Outcomes/Activities:

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the class teacher or line manager any pupil problems or behavioural difficulties in accordance with academy policy.
- To report to the class teacher or line manager on pupil progress and achievements in accordance with academy policy.
- To assist the class teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the class teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits with other academy staff, assisting with activities as may be required.
- To undertake routine clerical duties as may be required e.g. bulk photocopying.
- Other duties commensurate with the grade of the post as directed by the class teacher and/or Headteacher.

General Responsibilities

- Contribute to and uphold the vision and ethos of the Accord Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Trust with courtesy and consideration.
- Be aware of and comply with all Trust Policies and Procedures at all times.

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:	English and Maths to GCSE Grade C or above or equivalent level of qualifications.	A/I	Relevant level 2 qualification	A/I
Experience:	On the job training is provided. An interest in working with primary aged children and ability to relate well to children.	A/I	Working or caring for children	A/I
Knowledge and Statutory Requirements	Good numeracy and literacy skills. Some awareness of the primary curriculum. Some knowledge of safeguarding and child protection procedures – although full training will be provided. Some understanding of the importance of Data Protection and confidentiality and how this is relevant to working in schools.	A/I	Knowledge of First Aid Use of Technology e.g. ICT. Child Protection knowledge.	A/I
Planning, Organisation and Mental Challenge:	The jobholder will be expected to apply judgmental skills to straightforward solutions to simple problems.	A/I		
Interpersonal & Communication:	Ensure regular communication with class teachers to provide clarity and consistency of role within lessons. Work closely with class teachers to ensure own contributions aligns with the teaching. Build appropriate relationships with colleagues, pupils, parents and carers.	A/I		
Physical Skills and Demands:	Effective use of resources. Use relevant technology competently and effectively to help support pupil's learning.	A/I		
Initiative & Independence	Some initiative will be required but job holder will be closely supervised on a daily basis.	A/I		
Emotional Challenge and Resilience:	The jobholder may be required to apply resilience when dealing with emotions/challenges from pupils and/or staff.	A/I		

Philosophy and Commitment	An interest in educational issues.	A/I		
	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.	I		
	A personal commitment to lifelong learning and continuous professional development.	A/I		
	Commitment to high standards, best value and continuous improvement.	A/I		
	Commitment to inclusion so all pupils have access to a full Academy life.	A/I		
Personal qualities:	Ability to be reflective and self-critical.	I		
	Proactive and self-motivated.			
	Flexibility and creativity.			

Responsibilities

Responsibility for People:

The jobholder works closely with colleagues. There is no line management responsibility. The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post. All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Responsibility for Policy Developments:

The job involves no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation and adhere fully to Academy/Trust policies and procedures.

Responsibility for Student Outcomes:

Support the class teacher to provide a positive, safe and welcoming environment for learning.

Working Conditions:

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children. The post holder will be required to work on their feet most of the day.

Main Contacts: The jobholder liaises with pupils, parents, carers and staff.

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

Date Completed: November 2021

Signature of Jobholder: **Date:**

This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the Headteacher in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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