



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.

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.



“Joining Accord has provided me with opportunities to advance my career in a direction which I am truly passionate about. I joined as Director of Mathematics in 2019 and have taken advantage of the opportunities and support available to progress to Vice Principal. I am certain joining Accord was the right choice for me and my career.”

Dan
Vice Principal



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





“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



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.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can also utilise their first working day to meet colleagues and complete their induction / transition, before entering the classroom and / or workstation for the first time.





ADVERT

VICE PRINCIPAL

L20 – L24

To start September 2024

Horbury Academy are seeking to appoint a talented, and visionary Vice Principal. The successful applicant will have a proven record of success in their current role and will be able to demonstrate they have improved outcomes for pupils.

The successful candidate will be the strategic lead for driving progress, curriculum, and the quality of education for all pupils. You will support the Principal in delivering inspiring, motivational and purposeful leadership for all Academy stakeholders, having the highest possible expectations for all pupils and staff.

We are looking to appoint an exceptional leader and teacher with the passion and commitment to contribute to Academy wide development. You will be able to demonstrate a wide range of skills including the ability to implement strategy at a senior leader level; the ability to monitor and evaluate strategies; and the ability to secure positive outcomes as a result of the work being done. There will be opportunity for the successful candidate to lead and engage in Trust wide development strategies working as part of the Trust Senior Leadership Team.

The Vice Principal role presents an excellent opportunity for an ambitious leader to play a key role in the Academy's success as part of the Accord Multi Academy Trust. The Vice Principal's portfolio may vary over time subject to the needs of the Academy, the continued development of the successful candidate and the responsibilities appropriate to the expertise of the leadership team.

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 15 April 2024, 9:00am

Interviews likely to be held: Thursday 18 April 2024

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 SPECIFICATION



Job Title: Vice Principal	Grade: L20 – L24
Department: Senior Leadership Team	Accountable to: Principal
Contractual Terms: Permanent	Responsible for: Allocated Curriculum Leaders and associate staff relevant to role

Overall Purpose of the Job:

- Strategic lead for driving the quality of education for pupils across the curriculum.
- To ensure the highest standards in the day to day running of the academy.
- To support the Principal in delivering inspiring, motivational and purposeful leadership for all academy stakeholders, having the highest possible expectations for all students and staff.
- To ensure that policies and practices drive school improvement and take account of national, local and academy requirements.
- Lead on strategies that aim to remove barriers to learning and maintain a culture of responsibility and respect across the academy.
- To work within a collaborative Senior Leadership Team and support those colleagues on associated developments and academy initiatives.
- Lead and manage identified curriculum teams and other departments as may be required.
- Contribute to whole school development and the wider academy as a member of SLT.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and well-being of students.

Key Outcomes/Activities:

Responsibilities and Accountabilities

The core purpose of the Vice Principal is to support the Principal and Governors of the Academy to secure its continued exceptional standards and continuous improvement, ensuring high quality education for all its pupils.

To be responsible for carrying out the professional duties set out in the Teachers' Pay and Conditions Document (for the Leadership Spine) as directed by the Principal within the context of the job description set out below:

The job description is not prescriptive, nor a comprehensive definition of the post; it provides the general framework within which the Vice Principal will be expected to operate. It may be subject to amendment to meet the changing needs of the Academy and/or Trust.

Strategic Direction and Development

- To support the Principal in delivering inspiring, motivational and purposeful leadership for all academy stakeholders, having the highest possible expectations for all students and staff.
- To lead and contribute to the implantation of strategies that will further develop the quality of education for pupils across key stages ensuring that all pupils reach their potential and secure success.
- Lead on strategies that aim to remove barrier to learning and maintain a culture of responsibility and respect across the Academy.
- Effectively lead and line manage identified teaching and associate staff teams as designated by the principal within the portfolio of responsibility within the role.
- To lead with presence and purpose day to day within the academy by maintaining a high level of visibility.
- To work in partnership with the Principal, the Academy Education Committee (AEC), pupils, staff and parents/carers in generating and sustaining the ethos and values which underpin the academy.
- To demonstrate the vision and academy values in everyday work and practice.
- To support the implementation of the academy's Strategic Plan to secure continuous improvement.
- To ensure that academy policies and practices drive school improvement and take account of national, local and academy requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets and take action if necessary.
- To be involved in meeting short, medium and long term objectives and targets which secure the continued educational success of the academy.
- To keep abreast of educational developments and introduce strategies and innovation that best meets the needs of our pupils.

Improving Outcomes and Driving Success

- To ensure effective and responsive approaches to teaching and learning in all areas of the curriculum so that it effectively supports progress and improves outcomes.
- To continuously improve standards by making effective use of data and benchmarking information to inform planning and co-ordinate support strategies to raise attainment, secure outstanding progress and maximise pupil achievements.
- To regularly monitor, evaluate and review pupil progress and facilitate high quality intervention programmes.
- Challenge under-performance at all levels and ensure effective professional development, support and review.
- To ensure that pupils develop skills for lifelong learning and take personal responsibility for their own learning.
- To implement positive strategies and programmes which ensure excellent pupil behaviour and attendance.
- To make effective use of Pupil Premium, SEN and other earmarked funding streams to remove barriers to learning for more vulnerable pupils.

Assessment

- Lead on strategy for rigorous and robust assessment across the academy.
- Effectively quality assure the accuracy of assessments and predictions.
- Lead on ensuring a rigorous and effective approach to PPE's and formal examinations is delivered.

Leading, Managing and Enhancing the Teaching Practice of Others

- Promote the sharing of good practice between line managed curriculum leaders and departments.
- To support the leadership team in the development of strategies to enhance teaching and learning, leading to effective pupil progress
- To line manage designated curriculum departments and associate staff at the academy.
- To act as a role model in the teaching of specialist subject(s).
- To promote teamwork (through work with both teaching and associate staff) that heightens common purpose and shared vision and secures commitment from other colleagues.

Managing the Organisation

- To ensure that policies are communicated effectively and adhered to.
- To ensure the day to day running of the academy is effective.
- To monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- To work with colleagues and stakeholders to investigate and resolve parental complaints.

Development

- Responsibility for the professional development of self and others across the portfolio of line management.
- Responsibility for development and implementation of policies as required and relevant to role portfolio.
- Responsibility for communications to staff, students and parents on matters relating to role portfolio.
- Oversee and manage designated elements of SLT portfolio, which may vary from time to time in accordance with SLT expertise, academy and/or Trust needs.

Generic

- To play a key role in ensuring all safeguarding and child protection procedures are adhered to in support of the Principal, Designated Safeguarding Lead and with the Academy safeguarding policies in relation to Keeping Children Safe in Education guidance
- Responsibility for the well-being of pupils across the Academy.
- Responsibility for the ensuring a supportive role in meeting any concerns relative to the well-being of staff at the Academy and specifically those within own direct line management responsibility.
- To deal with day-to-day routine management issues as they arise in consultation with other SLT and/or Trust colleagues and the Academy/Trust policies.
- Actively seek professional learning opportunities for self and others.
- To develop and maintain a positive ethos.
- To deputise for the Principal as may be required.
- To promote the aims of the Trust and work toward achievement of the designated Academy Strategic Plan.
- To lead and support middle managers.
- To work collaboratively with the wider community including partner schools/academies within the Accord Multi Academy Trust.
- To represent the Trust at external meetings as required.
- To maintain professional standards of conduct and appearance at all times providing an excellent role model for other colleagues and students.
- To maintain high visibility in order to ensure the ethos of the Academy is maintained at all times and there is an effective climate for learning.

Other specific requirements:

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Principal and/or CEO from time to time, in consultation with the post-holder.
- To play a full part in the life of the academy and the wider Trust community and encourage colleagues and student to follow this example.
- Work towards and support the designated academy vision and the Trust strategic priorities.
- Adhere to all policies as set out by the Academy Education Committee (AEC).
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Foster positive and courteous relations with students, parents and colleagues.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person;
- Other duties commensurate with the responsibilities of a Senior Leader as directed by the Principal and/or CEO and as specified by the School Teachers Pay and Conditions Document

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:	<ul style="list-style-type: none"> Degree in relevant subject PGCE/QTS Extensive evidence of continued professional development and learning 	A/I	<ul style="list-style-type: none"> Further qualification in specialist subject(s) TLA Recognition Middle Leaders Qualification National Professional Qualification (NPQ) or Senior Leadership (NPQSL) 	A/I
Experience:	<ul style="list-style-type: none"> Proven evidence of successful and effective leadership skills Proven experience of successfully managing an aspect of whole school and department improvement Substantial staff and/team management and development experience Evidence of demonstrating strong classroom practice Experience of successfully teaching across the age and ability range Experience of successfully planning and implementing curriculum/pastoral developments including evidence of impact Experience of having had a positive impact in a middle management role Experience of successful outcomes through driving whole school achievement and/or across departments Proven experience of using and presenting data to evaluate performance and determine actions 	A/I	<ul style="list-style-type: none"> Experience of budget control and resource management. Experience of presenting in local and/or national education forums. Experience of presenting to a wide audience including teaching staff, managers, governors and parents. Experience of delivering high quality training to teaching staff. 	A/I
Knowledge and Statutory Requirements:	<ul style="list-style-type: none"> Excellent subject knowledge Understanding of the characteristics of high-quality teaching and effective learning Knowledge and understanding of current issues, theory and best practice in education Knowledge and understanding of current Child Protection legislation, procedures and initiatives Awareness of different learning styles and multiple intelligences Ability to build and work with an effective team Ability to see tasks through to a successful conclusion Ability to work under high levels of pressure, meet tight deadlines and pay attention to detail Ability to communicate vision and 	A/I		

	<ul style="list-style-type: none"> ethos Ability to organise, lead and motivate significant numbers of staff Ability to work flexibly and lead and motivate a team, understanding Academy roles and responsibilities and own position within these Ability to self-evaluate, reflect and change strategies according to student need Demonstrate innovative qualities and ability to take forward and complete strategies and new initiatives Ability to make lively presentations to a significant number of other people Ability to update and create relevant policies / codes of practice /legislation Ability to plan and develop systems, procedures and policies Willingness to challenge colleagues as appropriate 			
Planning, Organisation and Mental Challenge:	<ul style="list-style-type: none"> Manage portfolio roles to allow day to day support around the academy whilst pupils are in attendance. Demonstrate flexibility in responding to daily needs within the academy. Ability to reactive positively to challenges. The ability to lead by example but also to delegate tasks where suitable in order to develop other members of staff. Ability to work in a team as well as being a proactive and independent leader. Ability to demonstrate resilience in a demanding and challenging environment 			
Interpersonal & Communication:	<ul style="list-style-type: none"> Committed to personal development, academic success and upholding the standards of the Academy. Actively support colleagues in their roles within the day. Ability to communicate effectively with all stakeholders ensuring cohesive working relationships for the benefit of pupils. A forward-thinking and innovative leader with the ability to inspire others 			
Emotional Challenge and Resilience:	<ul style="list-style-type: none"> Diligence in ensuring consistencies throughout the Academy are adhered to and initiatives are 			

	consistently applied across the Academy.			
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Main Contacts: The postholder liaises with 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 safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: March 2024

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.



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