



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 becoming part of 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 ongoing development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form College, Horbury Primary Academy, Middlestown Primary Academy and South Ossett Infants Academy as part of 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 Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing staff and pupils access 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 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 pupils 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.

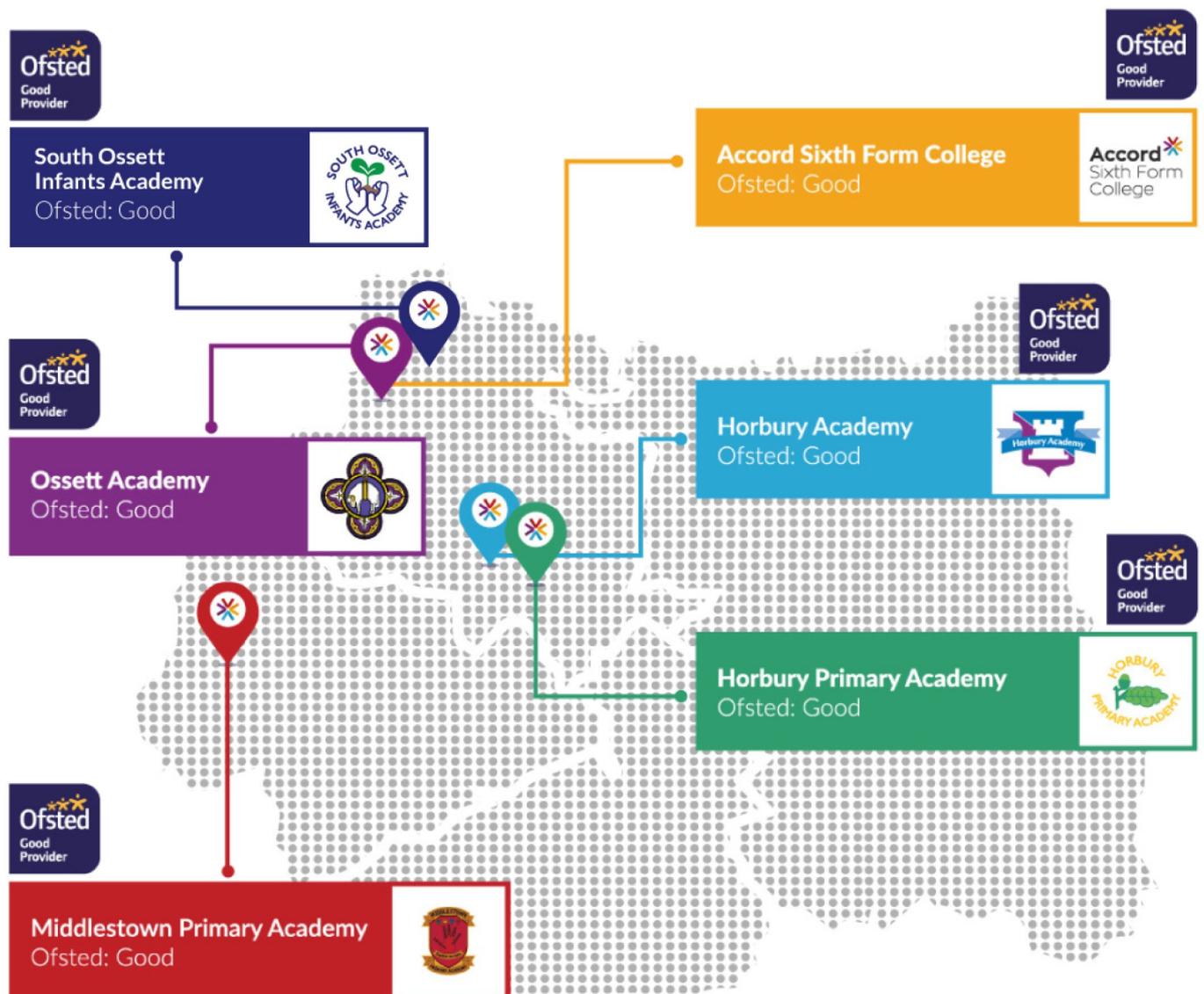
Yours sincerely,



**Nicola Walker**  
Principal

# ABOUT THE TRUST

Accord Multi Academy Trust is an educational charity, established in September 2016. The founding members of the Trust were Horbury Academy and Ossett Academy & Accord Sixth Form College, joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.



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 mindset for success;



Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations of 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?

---

Accord Multi Academy Trust is based in Wakefield; all five 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, and sporting groups, which currently include a running club and weekly staff football matches.



**Accord** \*  
Sixth Form  
College

# 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, including supermarkets.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programmes
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans
- Wellbeing Centre

In addition to this, 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 Accord Multi Academy Trust can be found [here](#).



## 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 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 02 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



“

“Joining Accord Multi Academy Trust has allowed me to follow my passion for education in a truly meaningful way. I started as a Computer Science teacher at Ossett Academy and took full advantage of the opportunities available to transition into the role of SENCo. The academy’s commitment to professional development and access to various qualifications has been pivotal in my personal and professional growth, enabling me to make a wider impact on both our pupils and the school community.”

---

**Thom**  
SENCo

“

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 Academy 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



# WHY WORK AT HORBURY ACADEMY?

---

- Horbury Academy is a mixed 11–16 academy, situated on the outskirts of Wakefield. The school was founded in 1963 as Horbury Secondary School.
- Our new build was constructed in 2009, with purpose-built facilities which include ramp and lift access throughout, as well as accessible toilets.
- Our site offers several areas aimed at pupils with SEND, whether they require one-to-one/small group tutoring, or simply a safe space to regulate. Our academy aims to be fully inclusive for all pupils and staff members.
- We are immensely proud of our academy, staff and pupils. We strongly believe that all pupils are entitled to experience the full breadth of education, reflected through our curriculum model which encourages learners to study a broad range of subjects.
- Alongside our extensive academic and extra-curricular offer, we provide excellent pastoral care for our pupils, tailored to their individual needs.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can utilise their first working day to meet colleagues and complete their induction/transition, before entering the classroom and/or workstation for the first time.
- Our Trust promotes a one-Trust culture, in which our colleagues work as part of a wider team which spans all our academies.
- As a Trust we provide extensive opportunities and resources for career development, and encourage colleagues to take responsibility in leading their own progression.



“

"In 2017 I came to the Trust as part of the Initial Teacher Training programme and have been working at Horbury Academy since the start of the 2017/18 academic year. During my time at Accord 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 develop me 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



ADVERT

# DATA MANAGER

Scale SO1, £32,076 to £33,945 per annum (pay award pending)

37 Hours Per Week / Full Year / Permanent

To Start As Soon As Possible

---

Horbury Academy is seeking to appoint an efficient and proactive Data Manager to assist in the efficient administration of school data, providing reporting and analysis of data as required.

The successful candidate will need to demonstrate attention to detail and accuracy of information and presentation, evidence strong analytical skills and a willingness to work as part of the wider academy and Trust teams in support of the provision of timely, efficient and practical data solutions.

You must be suitably qualified with excellent analytical skills and demonstrable organisational skills. You will be required to support the curriculum planning and costing process, including timetabling and hold responsibility for the day-to-day operation of the Academy's Information Management System to ensure that all data, assessment, and curriculum information is up to date.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of five 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. Prospective applicants are welcome 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 \(accordmat.org\)](#)

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.



## ACCORD MULTI ACADEMY TRUST

The Accord Multi Academy Trust was established in September 2016 and is currently made up of five academies, four of which 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.

Prospective applicants are welcome 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.

**Closing Date:** Wednesday 13 November 2024 at 9.00am

**Interviews likely to be held:** w/c 18 November 2024

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

Completed application forms to be returned to [hr@accordmat.org](mailto: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



<b>Job Title:</b> Data Manager	<b>Grade:</b> S01
<b>Department:</b> Data Team	<b>Accountable to:</b> Designated Senior Leader
<b>Contractual Terms:</b> Permanent, Full Time, Full Year	<b>Responsible for:</b> N/A

**Overall Purpose of the Job:**

- Support the curriculum planning and costing process, including timetabling using information from the Senior Leadership Team.
- Responsible for the day-to-day operation of the Academy's Information Systems, ensuring all data, assessment and curriculum information is up to date across the Academy.
- Provide pupil assessment and progress reports on a regular basis for the Senior Leadership Team, Teaching Staff, pupils, parents and carers.
- Provide statutory data for external bodies including the DfE and Local Authority ensuring it is accurate and submitted on time.
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

**Key Outcomes/Activities:**

**Data and Assessment Responsibilities:**

- Manage the flow of relevant pupil data between the Academy and all outside agencies.
- Responsible for the Academy's Information Systems and the integrity of the data held within them.
- Responsible for the leadership, planning, development, design, organisation of whole data management systems, procedures and policies to meet Academy needs.
- Take the lead in the use of data and MIS systems in the Academy in raising standards and performance across the Academy.
- Advise the Principal/Senior Leadership Team in reporting to outside agencies and Governors in target setting and detailed analysis of Academy performance.
- Provide training to staff as required on use of systems and data analysis.
- Responsibility for the creation and timely submission of the Academy Census for the DfE three times a year, liaising with relevant staff (e.g. SENCO, Attendance Officer).
- Develop, maintain and monitor the Bromcom Management Information System as required.
- Advise the SLT in relation to deadlines for data requirements for the Academy.
- Manage and develop academic, behavioural and report databases, spreadsheets or equivalent.
- Working with central Trust teams to create strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance, as part of the whole Academy self-evaluation process, and provide reports to SLT.
- Oversee the collection, creation, the entry and publication of assessment data.
- Produce a variety of pupil progress reports for staff, parents/carers and external agencies (i.e. LA, DfE) on a regular basis.
- Import data and provide detailed analysis, produce reports/information, undertaking appropriate interrogation and report generation.
- Maintain, develop and regularly access the Academy's data handling procedures and systems making recommendations to SLT.
- Support the Senior Leadership Team in the delivery of the Academy / Trust Assessment Calendar, ensuring all reports are published in time.
- Monitor the quality and completeness of data input into the Academy information systems and propose effective action to remedy any problems that may arise.

**Curriculum Responsibilities:**

- Maintain and produce the Academy curriculum, facilitating timetables for all teaching and classroom-based staff.
- Manage all aspects of the scheduling of the Academy's timetabling including the production of set lists, student/pupil and staff timetables.

**Middle Leadership Responsibilities:**

- Work collaboratively with other Trust colleagues and Data colleagues at other secondary academies within the Trust.

**General Academy Responsibilities:**

- Contribute to and uphold the vision and ethos of Horbury Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote teamwork within the team, working in partnership to ensure effective working relations.
- Willingness and commitment to own professional personal development.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies 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
<b>Qualifications:</b>	<p>Educated to Degree level or ability to demonstrate equivalent level of knowledge and/or skills relative to job role.</p> <p>Certification, evidence of formal CPD covering curriculum timetabling, or demonstrable equivalent experience and knowledge</p>	A/I	Certification in a data related discipline	A/I
<b>Experience:</b>	<p>Considerable experience of Academy/School Management Information Systems.</p> <p>Experience of Microsoft analytical tools such as Excel and/or Power BI</p>	A/I	Experience of using Bromcom in a data capacity	A/I
<b>Knowledge and Statutory Requirements:</b>	<p>Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.</p> <p>Substantial knowledge and understanding of the statutory requirements in relation to Data Protection.</p> <p>Ability to interrogate, analyse and present complex data to a range of audiences</p> <p>Considerable knowledge of educational ICT and Data systems.</p>	I	Knowledge of Secondary School curriculum models.	
<b>Planning, Organisation and Mental Challenge:</b>	<p>Excellent time management and problem-solving skills.</p> <p>Ability to develop strategies, analysing and interpreting the requirements of the curriculum.</p> <p>The jobholder is required to be able to analyse and interpret varied and highly complex information or situations to produce solutions.</p>	A/I		
<b>Interpersonal &amp; Communication:</b>	<p>Highly developed interpersonal and communication skills, communicating complex, contentious and confidential information to SLT and/or non-specialists.</p> <p>Excellent technical and organisational skills with a high attention to detail.</p>	A/I	Ability to present at full staff meetings/briefings.	
<b>Physical Skills and Demands:</b>	<p>Excellent keyboard skills, including both precision and speed, in order to produce accurate, timely analysis information as well as keep information on all students/pupils up-to-date, to support the Academy's achievements.</p>	A/I		
<b>Initiative &amp; Independence:</b>	<p>Ability to work on own initiative and be able to prioritise work of the Data team, as well as own work requirements.</p>	A/I		
<b>Emotional Challenge and Resilience:</b>	<p>The jobholder may be required to apply some emotional resilience.</p>	A/I		
<b>Philosophy and Commitment:</b>	<p>An interest in educational issues.</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.</p> <p>A personal commitment to lifelong learning and continuous professional</p>	I		

	development. Commitment to high standards, best value and continuous improvement.			
<b>Personal Qualities:</b>	Ability to be reflective and self-critical. Enjoys working with young people.	I		

**Responsibilities for Resources:**

**Line Management Responsibilities**

No direct line management

**Financial Responsibilities**

The job involves some responsibility for designated budgets.

**Physical Resources**

Substantial responsibility for the design and development of student/pupil information systems together with the safe storage and confidentiality of all student/pupil information contained therein.

Substantial responsibility for the design, development and maintenance of various sources of management information and systems.

**Responsibility for People:** The job involves direct contact with students, pupils, parents/carers, staff, senior leaders, external agencies including DfE, LA and Ofsted.

**Responsibility for Policy Development:** The job involves some direct responsibility for policy development relative to job role.

**Responsibility for Student Outcomes:** The job has limited direct impact on the educational outcomes of students/pupils.

**Working Conditions:** The jobholder works in a normal office environment within the Academy.

**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:** October 2024

**Signature of Jobholder:** .....

**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](mailto:enquiries@horbury.accordmat.org)  
Telephone: 01924 282740  
[horbury.accordmat.org](http://horbury.accordmat.org)