

HORBURY PRIMARY ACADEMY

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in Horbury Primary Academy. We hope that the information contained within this brochure 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 Primary Academy and join a team committed to the pursuit of excellence in provision for our children.

We are keen to appoint individuals who have enthusiasm, vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

Horbury 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 we have created a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all enjoy coming to school. We have enthusiastic and caring staff who work hard to ensure this is in place.

We want every child to reach their potential and our ultimate aim is to create a lifelong love of learning which gives children not only new skills, knowledge and understanding, but also key learning attributes that will enable them to succeed as they begin their path in life.

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 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.

I am extremely proud as Headteacher to lead Horbury Primary Academy and 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 Horbury Primary Academy's further continued improvement, then we would be delighted to hear from you.

Your sincerely,

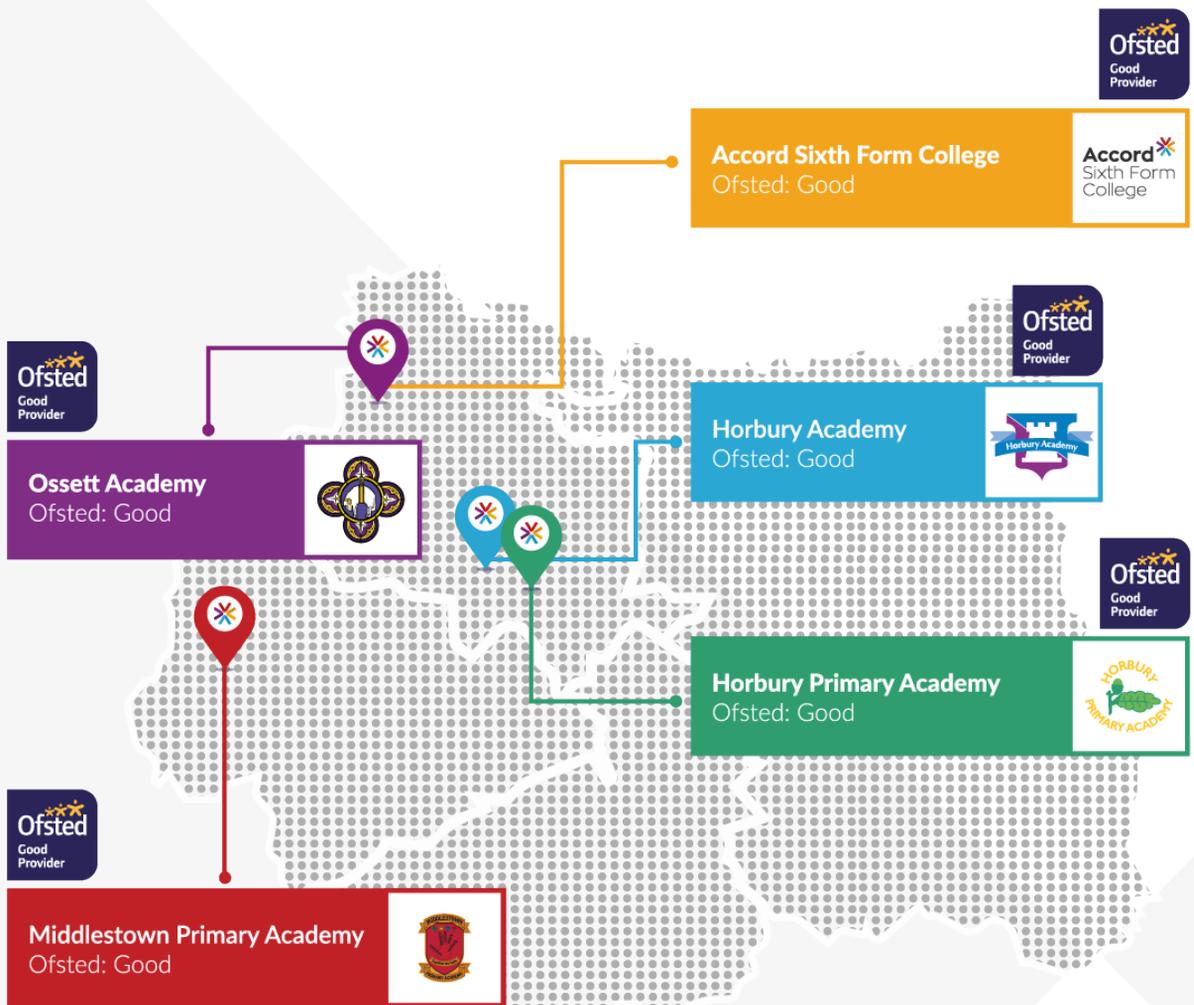


**James Tucker**  
Headteacher

# 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?

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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.”

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**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.”

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**Jules**  
Finance Manager



# WHY WORK AT HORBURY PRIMARY ACADEMY?

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- Horbury Primary Academy is a mixed, 3-11 primary academy, situated on the outskirts of Wakefield.
- Horbury Primary converted to academy status in December 2016 and joined the Accord Multi Academy Trust at the same time.
- The academy is situated just outside of the town centre of Horbury, 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 'PRIDE' attributes; Perseverance, Risk Taking, Independence, Determination and Enthusiasm.
- We are delighted to offer an extensive extra-curricular and enrichment programme including Young Voices, Residential Trips, professional visitors into school and sporting competitions and events.
- 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.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We have previously held the Green Flag status and continue to uphold our commitment to sustainability in our school.
- The Academy has very strong links with the local community in Horbury and other primary schools within the Horbury pyramid.





“It has been a breath of fresh air working at Horbury Primary Academy. As a teacher, working in a supportive and collaborative environment is incredibly important and I have received support in all areas of my career and personal life while working here. All the staff are a caring and friendly group of people, who truly put the children first, and make it a very happy place to be.”

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Helen  
Teacher & PE Lead



“Working as part of the Horbury Primary family for 17 years has given me the privilege of not only working alongside such an enthusiastic, dedicated team, but seeing the fantastic experiences and opportunities that are provided for our children. Over the many years I have been encouraged and supported by such an amazing team, enabling myself to grow and develop skills I thought I could never accomplish”.

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Tracy  
Teaching Assistant



ADVERT

# TEACHING ASSISTANT

Grade 4, SCP 5 to 6, £14,638 to £14,882 per annum (actual salary)

27.5 hours

Term Time only

Start Date: September 2024

Horbury Primary Academy currently have a vacancy for a Teaching Assistant to join our support team.

Successful candidates will attend to pupil's learning, personal needs and provide general support in managing pupils in the classroom. They will be required to have the ability to use their own initiative when responding to the needs of the children and demonstrate excellent interpersonal skills.

Working pattern: Monday – Friday, 8:35am to 12:00pm and then 1:15pm to 3:20pm

At Horbury Primary Academy we take great pride in educating children in a friendly, challenging, exciting and purposeful environment. We work with determination to help all children achieve their potential. We currently have two vacancies for a Teaching Assistant to join our support team.

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

Horbury Primary 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.

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)



## ACCORD MULTI ACADEMY TRUST

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.

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

**Closing Date: Friday 21 June 2024 at 9:00am**

**Interviews likely to be held: w/c Monday 24 June 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: TEACHING ASSISTANT</b>	<b>Grade: Grade 4</b>
<b>Department: PRIMARY ACADEMY</b>	<b>Accountable to: SLT</b>
<b>Contract: PERMANENT, FT OR PT HOURS, TTO</b>	<b>Responsible for: N/A</b>

**Overall Purpose of the Job:**

- Support the education, supervision and care of pupils.
- Assist with the promotion of the highest levels of achievement by providing high quality Learning Support to those pupils identified as being in need.

**Key Outcomes/ Activities:**

**Teaching and Learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the academy's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily and unexpectedly unavailable.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties as directed by the class teacher.

**Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as appropriate to the level of the role and as directed by the class teacher.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom and resources for lessons.

**Working with staff, parents / carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher as may be required on an ad hoc basis.
- Communicate knowledge and understanding of pupils to other academy staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the academy.
- Develop effective professional relationships with colleagues.

### Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed 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>	NVQ Level 2 or equivalent qualification or ability to demonstrate an equivalent level of knowledge and experience in a relevant field.  GCSE English and Maths at Grade C or above or equivalent	A/I		
<b>Experience</b>		A/I	Working with or caring for children	A/I
<b>Knowledge</b>	Effective basic use of ICT packages including Microsoft Office  Understanding of relevant policies/codes of practice/legislation	A/I		
<b>Physical Skills</b>	Effective use of resources	A/I		
<b>Competencies and other skills required</b>	The ability to relate well to children and adults.  The ability to work as a member of a team.	A/I		

### **Health and Safety**

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our academy's Child Protection Policy.
- Look after children who are upset or have had accidents.

### **Professional Development**

- Maintain up to date knowledge and understanding of practise relevant to job role reflecting on own practice, liaising with academy leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the academy.
- Participate in the academy's appraisal procedures.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the academy.

### **Other Responsibilities**

- Contribute to the overall ethos, work and aims of the academy.
- Appreciate and support the role of other professionals.
- Attend relevant meeting and participate in training and other professional development activities.
- Accompany other staff and pupils on visits, trips and out of academy activities as may be required.
- Assist with the supervision of pupils out of lessons as required.
- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the academies within the MAT with courtesy, respect and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To be aware of and support difference and ensure equal opportunities for all.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Headteacher, central Trust team and/or CEO.

**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.**

**Responsibilities for Resources:**

**Line Management Responsibilities:** None.

**Financial Responsibilities:** None.

**Physical Resources:** Effective use of learning materials and resources.

**Responsibility for People:**

**Responsibility for Policy Developments:**

No direct responsibility with regard to policy development.

**Responsibility for Pupil Outcomes:**

The post involves some direct impact on the wellbeing of pupils through undertaking tasks or duties related to the post.

**Working Conditions:**

This post of a Teaching Assistant is withering full time or part time and term time only. There may be a requirement to work flexibly throughout the course of the week / academic year, and support at after academy hours events or day trips as may be required.

**Main Contacts:**

The jobholder liaises with the Headteacher, Senior Leadership Teams, staff, pupils, parents and carers, and visitors to 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:** June 2023

**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 and/or CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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