



OSSETT ACADEMY

# RECRUITMENT PACK



A MEMBER OF  
**Accord**  
MULTI ACADEMY TRUST

# DEAR APPLICANT

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Thank you for your interest in Ossett Academy and Accord Sixth Form College. 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.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. Our strong tradition of success is built on a firm foundation of personalised pastoral care, ensuring a climate for learning that is calm, well ordered and secure. We recognise the hard work and efforts of pupils in their lessons and their learning, and positive recognition of both staff and pupils is at the heart of our approach.

Academic success is only one part of our story. Whilst we are incredibly proud of our excellent track record of high levels of pupil achievement in the context of a broad and balanced curriculum, we also offer and actively encourage our pupils to engage in a wide range of enrichment activities. There really is an extensive variety of extra-curricular opportunities at the academy.

Whilst supporting our pupils and students to be the very best learners is our primary focus, the development of our community is also an extremely important feature of our work. It is Ossett Academy's key priority to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we continue to play a key role alongside our primary pyramid as a member of the Education Ossett Community Trust (EOCT), striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3-18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside Horbury Academy, 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 its 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 access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud to lead Ossett 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 love to hear from you.



**Alex Lunn**  
Head of Academy

# ABOUT THE TRUST

The 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.

Accord Multi Academy Trust is currently working through the legal transfer process to merge with Maltby Learning Trust and create a brand-new entity, Place Partnership Trust, which is anticipated to formally launch in September 2026.

Place Partnership represents the unification of two established and respected education providers with shared values, strong regional reputations, and a commitment to improving life chances for children and young people across South and West Yorkshire. With complementary strengths, a track record of school improvement, and aligned visions, the new Trust is positioned to create a more resilient, future-focused partnership that enhances educational outcomes, professional development and community engagement.



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?

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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—providing 24/7 access to trained counsellors
- Salary Sacrifice Schemes—including Cycle2Work and SmartTech Schemes (*eligibility restrictions may apply*)
- Access to a wellbeing centre and WISDOM app

Another exclusive benefit for all colleagues is access to a Corporate Paid Health Care Cash Plan through Westfield Health. This provides access to valuable health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical, dental care and therapy treatments. This plan also provides 24/7 access to a GP Service for employees and their dependants through Doctorline.

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 generous pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

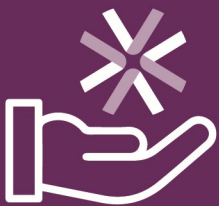
More information about working for Accord Multi Academy Trust can be found [here](#).



### Accord Rewards

We partner with Reward Gateway, who provide our employees with access to a range of retailer discounts, cashback schemes, 24/7 access to support through an Employee Assistance Programme and salary sacrifice schemes, including Cycle2Work and SmartTech.

Our Westfield Health partnership gives employees access to a range of Health & Wellbeing Services, the ability to claim back healthcare costs and 24/7 access to a GP service.



### 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.



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“I have the benefit of working between the Trust and our academies, so I get to see the whole vibrant spectrum of school life across Accord. Although I am in a non-teaching role, working in education is a truly rewarding and unique experience. Knowing that the work I do is part of a wider commitment to ensuring young people thrive and succeed is extremely fulfilling. I have been given opportunities to lead, and I have always been made to feel that my voice matters.”

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Sophie

Communications & Marketing Lead

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“I originally commenced in the Trust Central Team and was later promoted to Assistant Accountant and given the opportunity to complete my Level 7 Accountancy qualification through an apprenticeship. I wouldn't be finding my apprenticeship nearly as enjoyable or successful without the support I receive from my line manager and colleagues. I thrive on opportunities to further my understanding in what I have learnt. Executing my learning through my daily work gives me a sense of satisfaction. I am given dedicated study time and advice on how to further my professional image within the organisation and gaining that final qualification at the end of this journey.”

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Darren

Assistant Accountant



# WHY WORK AT OSSETT ACADEMY?

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- Ossett Academy is a mixed 11-18 academy, located on the outskirts of Wakefield. Accord Sixth Form College, our standalone Post 16 provision, is situated onsite.
- Ossett Academy was founded in 1735 as Ossett Grammar School, originally located in the centre of Ossett where the Town Hall now stands.
- Our school site is diverse and firmly rooted around 'Park House', the Grade II listed building built in 1867. The building was purchased and became Ossett Grammar School in 1906.
- 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.



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"After starting as an NQT at Ossett Academy I have taken part in a range of CPD which has given me the opportunity to develop not only my classroom practice but also my leadership experience. This started by acting as an ITT and ECT mentor, joining the Trust's Aspiring Middle Leaders programme and then last year completing an NPQ in Leading Teaching. All this experience has helped prepare me for my current role as Head of Biology."

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Anna  
Head of Biology



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"I've been involved with staff wellbeing for a number of years. I lead the academy's Workload Group; its aim being to give staff a voice on matters relating to workload and a forum within which the academy can consider and respond to matters raised. I also lead a fantastic weekly running club, and have worked with departments to run after school fun staff workshops, Christmas crafts, staff and students choir, and second hand swap shops to name a few!"

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Lyndele  
Curriculum Team Leader of Art, Design  
& Technology



ADVERT

# SEN Learning Mentors

Scale 4, Term Time Only + 5 Inset Days  
Full and Part Time Positions Available  
To Start As Soon As Possible

Are you passionate about making an immediate impact and transforming lives? Ossett Academy is seeking resilient and enthusiastic SEN Learning Mentors to join our dedicated team. This is an exciting opportunity to make a meaningful impact on the lives of pupils with Special Educational Needs and Disabilities (SEND), helping them to succeed academically, socially and emotionally.

Working closely with the SENCO, Associate SENCO and Lead Learning Mentors, you will play a key role in delivering targeted interventions and curriculum and learning support.

The successful candidate will provide vital classroom support, assisting pupils with enhanced needs and re-engaging those at risk of significant underachievement. You will work collaboratively with Class Teachers to adapt lesson delivery and implement creative interventions that build pupil confidence. We are looking for individuals who can confidently guide vulnerable pupils and utilise diverse, proactive strategies to help them overcome barriers to learning.

We have various positions available on both full time and part time basis:

- 1. SEN Learning Mentor** - Full Time, 32.5 Hours Per Week, working Monday to Friday 8.15am to 3.15pm, £19,925 to £21,522 per annum (actual salary), Permanent.
- 2. SEN Learning Mentor** - Part Time, 26 Hours Per Week, working 4 days a week (working days to be discussed at interview), £15,940 to £17,218 per annum (actual salary), Permanent.
- 3. SEN Learning Mentor** - Part Time, 19.5 Hours Per Week, working 8.15am to 3.15pm 3 days a week (working days to be discussed at interview), £11,955 to £12,913 per annum (actual salary), Permanent.

All positions include a 30-minute unpaid lunch break per day.

**Please indicate to which position you are applying for within your application form.**

This is an exciting opportunity to become part of a forward-thinking, ambitious team in a welcoming, friendly school. We strive to create an environment where pupils enjoy learning and are given opportunity to stretch themselves both academically and also through a wide range of other extra-curricular activities. Our success is founded on traditional values set in a warm friendly environment.

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.



ADVERT

# SEN Learning Mentors

Scale 4, Term Time Only + 5 Inset Days  
Full and Part Time Positions Available  
To Start As Soon As Possible

As a Trust, we have developed an extensive range of employee benefits and 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).

Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Technology scheme via SmartTech\*
- Access to an extensive discounts platform via Accord Rewards
- Access to an industry leading Employee Assistance Programme
- 24/7 access to an online GP or Advanced Nurse Practitioner through a Corporate Paid Healthcare Cash Plan
- Access to health and wellbeing services, and ability to claim money back for essential healthcare such as prescriptions, optical and dental care through a Corporate Paid Cash Plan
- Cycle to Work Scheme\*
- Free annual flu jab
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

*\*restrictions apply*



## 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.

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on **01924 921213**

**Closing Date: Friday 05 June 2026 at 9.00am**

**Interviews are expected to be held: Week commencing 08 June 2026**

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: SEN Learning Mentor</b>	<b>Grade: Scale 4</b>
<b>Department: SEND</b>	<b>Accountable to: SENDCo/Associate SENDCo</b>
<b>Contractual Terms: Permanent, Term time + 5 Inset Days</b>	<b>Responsible for: N/A</b>

#### **Overall Purpose of the Job:**

- To support the Lead Learning Mentor(s) and the SENCo with the delivery of curriculum provision and learning support for targeted pupils at risk of significant underachievement.
- To support individuals with enhanced needs; specifically but not exclusively supporting pupils relating to a particular area of need, Communication and Interaction, Cognition and Learning, Social, Emotional and Mental Health, and Physical and Sensory.
- To provide specific targeted teaching of learning support programmes to individuals or small groups requiring additional help.
- To uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of pupils

#### **Key Outcomes/Activities:**

##### **Pupil Support Responsibilities:**

- Provide support to pupil's numeracy and literacy in one to one and small group settings.
- Provide support to pupils with personal needs, including social, health, physical, hygiene, first aid and welfare matters.
- Support pupils with behavioural needs in small groups and some classes.
- Deliver of a range of intervention sessions which lead to measurable outcomes for vulnerable pupils.
- Produce and review PLP's for specific pupils.
- To work with pupils, parents and colleagues to improve the life of pupils in the learning support facility.
- Contribute to the production of reports for parents.
- Analyse data and reports as may be required in support of job role.
- As part of a team of SEN Learning Mentors support the Pupil Support Team including the SENCo in their duties as directed by the SENCo Associate SENDCo and Lead Learning Mentors.
- To create and source resources suitable to individual pupil's needs.
- Assist with supervision of pupils outside of lesson times, including before and after the academy day and at lunchtimes, these duties shall be undertaken within the post holder's contractual hours.

##### **SEND Responsibilities:**

- Plan and deliver bespoke SEND curriculum support/intervention to small groups of pupils to support their broad area of need.
- Undertake regular training to support specific areas of need.

##### **General Academy Responsibilities**

- Support curriculum departments with displays and classroom environment.
- Contribute to and uphold the vision and ethos of the academy.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and pupils, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information

**The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

**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>NVQ Level 3 qualification or ability to demonstrate equivalent level of experience.</p> <p>Evidence of training in relevant field</p> <p>English and Maths to GSCE Grade C or above or equivalent level of qualifications.</p>	N/A	<p>First Aid qualification</p> <p>Specialist Qualification in area of SEN</p> <p>TEFL Qualification</p>	A/I
<b>Experience:</b>	<p>Some experience of working with young people.</p> <p>Experience of working with vulnerable/challenged/Challenging children and young people.</p>	A	<p>Personal or intimate care of others</p> <p>Experience of working with students with English as an additional language</p> <p>Experience of supporting on the administering of access arrangement testing</p>	A
<b>Knowledge and Statutory Requirements:</b>	<p>Understanding the development of numeracy and or literacy skills and programmes/techniques to support students to acquire them</p> <p>Knowledge of the principles of Child Development and learning processes and barriers to learning</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</p> <p>Ability to use a range of ICT applications (e.g. Word, Outlook, Excel)</p> <p>Ability to demonstrate behavior management skills</p> <p>Apply a firm, consistent and understanding approach when considering needs of students.</p>	<p>A/I</p> <p>A/I</p>	<p>Understanding of relevant policies/codes of practice with regard to SEN</p>	
<b>Planning, Organisation and Mental Challenge:</b>	<p>Ability to manage a range of tasks efficiently and apply effective organisation skills.</p>	A/I		
<b>Interpersonal &amp; Communication:</b>	<p>Good Interpersonal and communication skills.</p> <p>Ability to relate to a range of students and parents in a sensitive manner</p> <p>Ability to establish effective working relationships with colleagues and agencies</p> <p>Ability to demonstrate a flexible attitude towards team working</p> <p>Ability to operate effectively when liaising with different groups and colleagues at all levels</p>	<p>I</p> <p>I</p>		

<b>Physical Skills and Demands:</b>	Will be expected to use IT to update student records.			
<b>Initiative &amp; Independence:</b>	Required to work in a professional manner.  Tasks will be defined by the Line Manager but the jobholder may be required to use their own initiative on occasions.  Willingness to be flexible, adaptable and patient.	A/I		
<b>Emotional Challenge and Resilience:</b>	The job holder will be required to apply resilience when dealing with emotions/challenges from students and/or staff on a regular basis.  Ability to remain calm under pressure.	I		
<b>Philosophy and Commitment:</b>	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.  An interest in educational issues.  A personal commitment to lifelong learning and continuous professional development.  Commitment to high standards, best value and continuous improvement.  A commitment to inclusion so all students have access to a full Academy life	I  I  I		
<b>Personal Qualities:</b>	Ability to be reflective and self-critical.  Enjoys working with young people.	I  I		

**Responsibilities for Resources:**

**Line Management Responsibilities:** None.

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

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

**Responsibility for People:**

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

**Responsibility for Policy Developments:**

The job involves no direct responsibility for policy development. However all staff are expected to be involved in policy consultation.

**Responsibility for Student Outcomes:**

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

**Working Conditions:**

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

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

**Main Contacts:**

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

**Characteristics of the post:**

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

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date:** \_\_\_\_\_

**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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