



ACCORD MULTI ACADEMY TRUST

RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in this very important post at Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

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 vision is underpinned by the highest expectations of what every child can achieve regardless of their context or starting point.

This is an exciting time in our development as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched our individual academies and the Trust as a whole.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development and an employee benefit package that includes a range of wellbeing support in addition to cash saving and salary sacrifice schemes.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Yours sincerely,



Alan Warboys
Chief Executive Officer

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.



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 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 AT ACCORD MAT?

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 O2 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



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“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

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“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



WHAT MAKES US A GREAT EMPLOYER?

- We have designated Central Team offices located close to Junction 40, Wakefield.
- We have additional Central Team offices based at both of our secondary academies, allowing staff to be flexible in terms of working across sites.
- The Central Teams consist of Operations, Finance, HR and ICT, who work in close partnership to ensure the smooth running of our academies.
- We have five local academy sites shrouded in local history, with school buildings dating back to 1850, including two of the oldest schools in Ossett.
- 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.
- We encourage Central Team staff to build and maintain relationships across sites and with other local academies to develop their own and the organisation's expertise and provision.
- We prioritise a positive working culture through clear policies and procedures, and provide support for all colleagues in all roles to adhere to these and be the best possible role models that they can be.
- To support the achievement of success, Accord is a flexible and understanding employer and we seek to recognise the achievements and successes of all employees.



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“10 years ago I joined Ossett Academy as a Business Administration Apprentice. Upon completion of the course, I was given the opportunity to move into the HR Team and complete various HR-related qualifications. In 2019 I moved over to the Accord Central Team and now provide HR support across the Trust. Thank you will never be enough for the opportunities and support that have been given over the years.”

Jessica
HR Advisor



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"Since joining Ossett Academy several years ago I have had the opportunity to work alongside a range of amazing teachers and fantastic PE team. All the staff I have worked closely alongside have been very supportive and motivated to achieve the highest outcomes for pupils which fits in with my ethos. More recently I have moved to be part of the Accord Sixth Form College team, and I have thoroughly enjoyed being given the opportunity to lead on the Football Academy which has grown every year since we started."

Tom
Teacher of PE and Football Academy
Lead



ADVERT

SEN ADMINISTRATION SUPPORT ASSISTANT

Scale 3 £10,649 to £10,818 (actual salary)
18.5 hours per week, Term time plus 5 days
Permanent
To start as soon as possible

Accord Multi Academy Trust are seeking to appoint a strong Administrator who can provide support to our Trust SENDCo for all our Primary Academies.

You will be required to provide an effective and confidential administrative support service to the SENDCo and SEN team at all the Primary Academies. This will include supporting Academy leaders, SEND and pastoral colleagues, ensuring positive and constructive communications are maintained and provided in a timely manner.

The successful candidate will be committed to the safeguarding and promotion of the welfare of young people and will demonstrate this commitment in every aspect of this post confidentially.

The position is on a part-time basis working 18.5 hours per week, working pattern to be agreed with the successful candidate and will be based from Horbury Primary Academy.

At Accord MAT 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.

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
- 26 days annual leave per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years' service
- 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 Healthcare Cash Plans
- 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



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.

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 or call on 01924 282748.

Closing Date: Friday 21st March 2025 at 09:00 am

Interviews likely to be held: week commencing 24th March 2025.

Application forms are available from <https://accordmat.org/join-our-team/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: SEND Administration Support Assistant	Grade: Scale 3
Department: Primary Academies	Accountable to: Primary SENDCO
Contract: Permanent, Term Time Only + 5 Inset Day 18.5 hours per week	Responsible for: N/A

Overall Purpose of the Job:

- Provide an effective and confidential administrative support service to the SENDCO in support of the Trust's primary academies and associated SEN areas of work.
- Provide support to academy administration and colleagues in dealing with communications and enquiries relative to job role / SEN where required.
- Support primary academy administration teams as may be required e.g. support organising events and activities, pastoral colleagues and general admin support including but not limited to reprographics and reception cover in times of absence.
- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post confidentially.

Key Outcomes/Activities:

- Provide administrative support to the Primary SENDCO ensuring positive and constructive communications are maintained and provided in a timely manner.
- Support academy SEND and pastoral colleagues with academy emergency procedures (PEEPS).
- Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning
- Support the work of primary academy administration teams to ensure the offices are professional, organised and operate effectively in relation to communications, enquiries and parent/carer communications.
- Support primary academy administration teams as may be required in times of cover needs.
- Ensure GDPR principles are adhered to in all aspects of the job role's work.
- Support academy leaders, SEND and pastoral colleagues at meetings as may be required; this may include preparation of agendas, providing refreshments, attending and taking minutes/notes of meetings and following up on any actions arising.
- Type up notes of meetings and SEND Review documents etc, in order to ensure all records are kept up to date and accurate, so supporting the education of our students with SEND

General Academy Responsibilities:

- To work consistently to uphold school's aims and standards.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by line manager from time to time, in consultation with the post-holder.
- The post holder's duties must, at all times, be carried out in accordance with the Trust's Equality Policy and other policies designed to protect employees or pupils from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers so share this commitment.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- Ability to work flexibly throughout the academy year including on occasion evenings and academy closure periods as required in order to maintain an effective service and support the key duties of the post and wider administration team.
- Willingness to develop skills and perform independent research as required in relation to the role.
- Complete administration of student referrals and support the SENDCO in preparing for a range of meetings with external agencies.

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 lists 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:	GCSE Maths and English or equivalent – Grade C or above. RSA typing qualification or ability to demonstrate adequate typing/word processing skills.	A/I		
Experience:	Relevant experience of working in an administrative support capacity. Experience of dealing with the public/customer service.	A/I	Experience of working with SEN administration.	
Knowledge and Statutory Requirements	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.	A/I I	Awareness of SEN legislation / practice relevant to an educational setting.	
Planning, Organisation and Mental Challenge:	Ability to apply judgmental skills on a daily basis when dealing with enquiries, situations from pupils, parents/carers and outside agencies. Excellent and developed organisational skills.	A/I		
Interpersonal & Communication:	Strong interpersonal and communication skills. Polite, professional and friendly telephone manner.	A/I		
Physical Skills and Demands:	Ability to use keyboard efficiently and effectively to access pupil information and produce quality documents, letters etc.	A/I		
Initiative & Independence	Ability to organise own workload and work on own initiative on a daily basis – applying independent time management skills.	A/I		
Emotional Challenge and Resilience:	Ability to apply emotional resilience from both face to face situations and telephone enquiries on a daily basis. The job holder will be exposed to sensitive information on a regular basis.	A/I		

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

Responsibilities for Resources:

Line Management Responsibilities: None.

Financial Responsibilities: No direct responsibility for financial resources.

Physical Resources: The job holder will have access to sensitive and confidential pupil / academy information and is responsible for dealing with this in accordance with academy policy and GDPR regulations.

Responsibility for People: The jobholder works with staff and leaders from predominantly the Trust's primary academies but may also liaise with colleagues across the Trust. The jobholder will deal with parents/carers, members of the public and visitors. The jobholder will have some indirect impact on the well-being of pupils, parents and carers in respect of the supportive administrative role in the area of SENDCo admin.

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 Pupil Outcomes: The job involves limited impact on the educational outcomes of pupils.

Working Conditions: Office based in primary academies but due to the nature of the role, the job holder may be exposed to people-related behaviour on a daily basis.

Main Contacts: The jobholder liaises with Academy users, visitors, parents/carers, 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 Enhanced DBS Disclosure.
- Confirmation of medical fitness for employment.
- Registration with appropriate bodies (where applicable).

Date Completed: February 2025

Name of Postholder:

Signature of Postholder:

Date:



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