



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.



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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



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.



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"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



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"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

SEN LEARNING MENTOR

Scale 4, £14,852 to £16,042 per annum (actual salary)

25 hours per week, over 4 days

Term Time + 5 Inset Days

Are you looking for an exciting challenge in a new environment? An excellent opportunity has become available for an innovative, enthusiastic SEN Learning Mentor at Horbury Academy. We are seeking to appoint to the role of SEN Learning Mentor to support our SEN Learning Manager and SENCO with curriculum provision and learning support for targeted pupils at risk of significant underachievement and to support individuals with enhanced needs; specifically but not exclusively supporting pupils with enhanced needs on the autism spectrum.

In this varied role applicants will be required to demonstrate flexibility, have some experience of working with vulnerable/challenging children and young people and the ability to communicate effectively with colleagues and pupils alike.

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 Healthcare Cash Plans
- cycle to Work Scheme
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings.
- 26 days annual leave per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years' service.
- Free On-site Parking at Every site

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit the Academy prior to applying. We also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](https://www.accordmat.org/working-for-our-trust).

For an informal discussion about this position please contact hr@accordmat.org or call on **01924 282748**.



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: Monday 03 March 2025 at 9am

Interviews likely to be held: w/c 03 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: SEN Learning Mentor	Grade: Scale 4
Department: Student Support	Accountable to: SENCo/Learning Manager
Contractual Terms: Permanent + Term Time + 5	Accountable for: N/A

Overall Purpose of the Job:

- To support the Learning Manager and the SENCo with the delivery of curriculum provision and learning support for targeted students at risk of significant underachievement.
- To support individuals with enhanced needs; specifically but not exclusively supporting students with enhanced needs on the autism spectrum.
- To provide specific targeted teaching of learning support programmes to individuals or small groups requiring additional help. This may be in class or on a withdrawal basis.
- 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 students

Key Outcomes/Activities:

Student Support Responsibilities:

- Provide support to students on numeracy and literacy in one to one and small group settings.
- Provide support to students with personal needs, including social, health, physical, hygiene, first aid and welfare matters.
- Support students with behavioural needs in small groups and classes.
- Provide support for EHCP Students.
- Deliver functional skills Level 1, 2 and 3, as directed.
- Produce and review one page profile for specific students.
- To work with students, parents and colleagues to improve the life of students 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 Student Support Team including the SENCo in their duties as directed by the SENCo and Learning Manager.
- Support the delivery of a range of school improvement and intervention services which lead to measurable outcomes for vulnerable students.
- To create and source resources suitable to individual student's needs.
- Assist with supervision of students 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.

Subject Specific Responsibilities:

- Create resources for SEN students in collaboration with designated curriculum team.
- Attend curriculum meetings and cascade to SEN Learning Mentors the provision and strategies of designated curriculum area.
- Plan and deliver bespoke SEN curriculum support/intervention to small groups of students.
- Identify barriers to learning for SEN students and address these in consultation with Curriculum Leaders and SENCO.

General Academy Responsibilities

- Support curriculum departments with displays and classroom environment.
- Contribute to and uphold the vision and ethos of Horbury 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 students, 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.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note A = Application Form I = Interview/assessment process

Competency	Essential	How Assessed	Desirable	How Assessed
Qualifications	<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 GCSE 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
Experience:	<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
Knowledge and Statutory Requirements:	<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>	
Planning, Organisation and Mental Challenge:	<p>Ability to manage a range of tasks efficiently and apply effective organisation skills.</p>	A/I		
Interpersonal & Communication:	<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</p>	<p>I</p> <p>I</p>		

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

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 students.

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 Revised: April 2019

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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