



HORBURY ACADEMY

RECRUITMENT PACK



A MEMBER OF
Accord
MULTI ACADEMY TRUST

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,



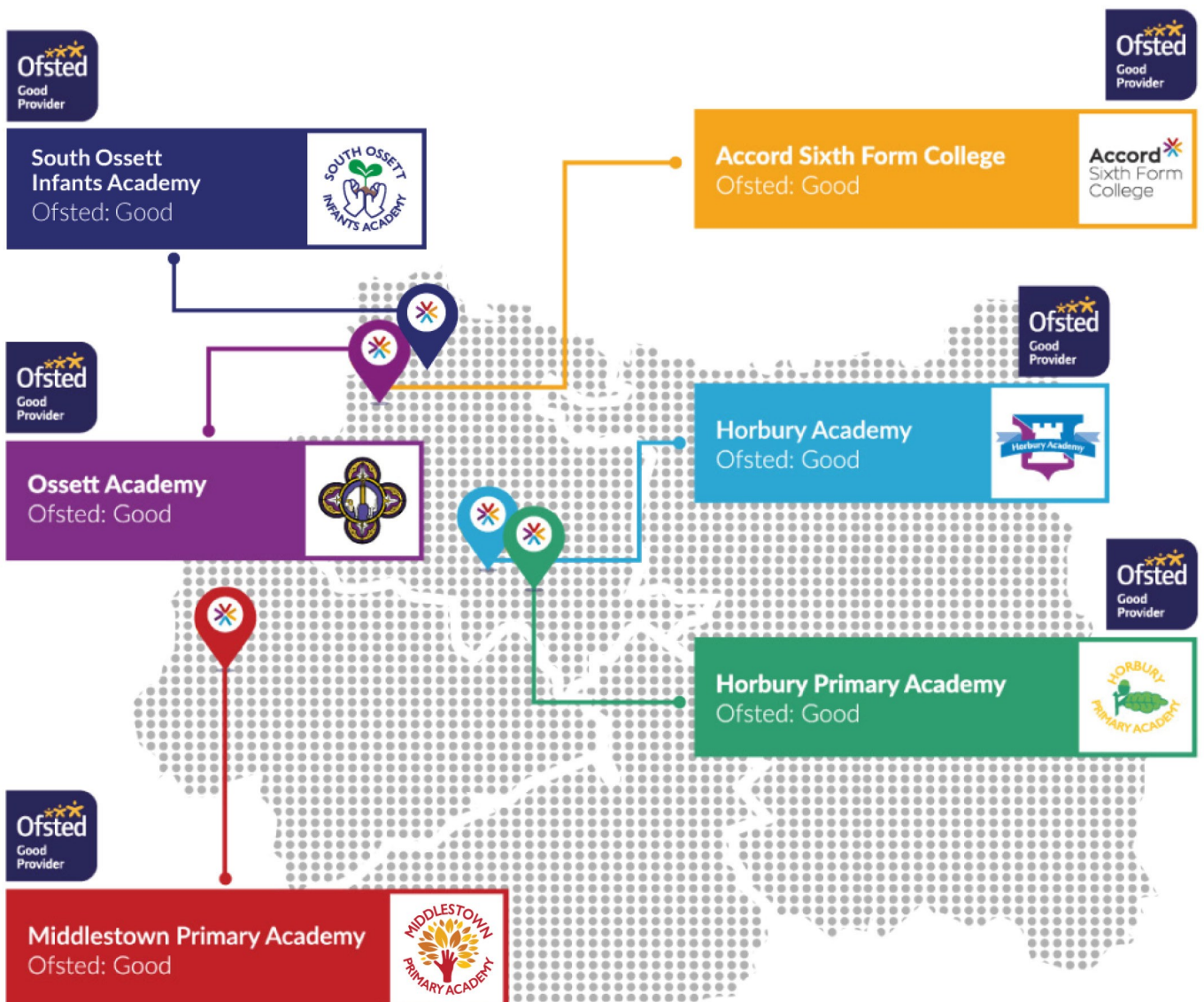
Nick Ash
Head of Academy

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?

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 Programme—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.”

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.”

Darren

Assistant Accountant



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

ATTENDANCE COORDINATOR

Scale 5, £24,899 to £27,010 per annum (actual salary)

37 Hours Per Week, Term Time Only + 5 Insets

To Start As Soon As Possible

Horbury Academy are looking to appoint an Attendance Coordinator to play a key role in promoting consistent and positive attendance across the school. The successful candidate will work closely with pupils and their families, as well as external agencies, to address barriers and encourage regular attendance.

This role requires the ability to build strong, supportive relationships with pupils and families, with the aim of improving overall attendance and reducing the levels of Persistently Absent pupils –particularly among disadvantaged pupils.

Working in partnership with Pastoral Year Leaders and the wider Pastoral and Inclusion teams, you will monitor and review individual attendance, track progress against school and year group targets, and contribute to the development and delivery of effective intervention strategies.

The position is on a full-time basis working **Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm**, with a half an hour unpaid lunch break per day.

At Horbury Academy 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 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 Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free annual flu jab
- Free, on-site parking at every site



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 or call on **01924 282748**.

Closing Date: Friday 17 April 2026 at 9.00am

Interviews are expected to be held: week commencing 20 April 2026

Application forms are available from <https://accordmat.org/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 Title: ATTENDANCE COORDINATOR	Grade: Scale 5
Department: PASTORAL	Accountable to: TBC
Contract: 37 HOURS PER WEEK, TERM TIME ONLY + 5 INSETS	Responsible for: N/A

Overall Purpose of the Job:

- To secure the beneficial and regular attendance of all pupils of the Academy, by supporting pupils and families, liaising and working closely with other agencies.
- Building relationships with families and pupils to improve attendance
- Reduce the percentage of Persistently Absent pupils with a particular focus on disadvantaged.

Responsibilities:

- To undertake daily home visits and ensure meticulous records of actions and outcomes are kept.
- To meet with Pastoral Year Leaders and other pastoral / inclusion staff on a regular basis to review individual pupils' attendance and progress towards whole school and year group targets.
- To support the Pastoral team instigating and delivering strategies to target improvements in attendance for pupils recognised as being at particular risk of poor attendance and exclusion.
- To administer and monitor initiatives to improve attendance as required for example, parenting contracts, targeted group work and raising the profile of attendance whole school
- To keep accurate up to date records of all casework.
- To organise attendance and attainment clinics.
- To participate in staff meetings and agreed relevant working parties.
- To provide information and advice to pastoral colleagues on individual casework.
- To develop and support resources as identified in line with policy requirements.
- Work in partnership with other colleagues and the police to undertake truancy sweeps.
- Provide case work reports that can be used by DSL relating to Child Protection conferences, reviews and core group meetings for children.
- Ensure the Children Missing Education procedure is followed by the academy.
- To aid the smooth integration of in year pupil transfers under the Academy Admissions Policy.
- To contribute towards developing whole school strategies to improve attendance at the academy.
- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, pupils, parents/carers and the wider community.
- To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques including:
 - Team around the school
 - Solution focussed casework;
 - Group work;
 - Individual and family support work;
 - Parenting skills development;
 - Sign-posting to other Services / agencies;
 - Mediation to remove barriers to learning;
- To advise and formulate access for families to other support services.
- To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people.
- To take responsibility for managing personal caseloads, and cases in relation to attendance.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Accord Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the Trust with courtesy and consideration.
- Be aware and comply with all Trust policies at all times.
- In conjunction with line manager, take responsibility for personal professional development, keeping up to date with research and developments in pedagogy which may lead to improvements in teaching and learning.
- Continue the development and implementation of multi-agency work across the Trust.
- Develop and maintaining excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve.
- Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Be responsible for promoting and safeguarding the welfare of children and young people.

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.

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

Competency	Essential	MOA	Desirable	MOA
Knowledge/ Qualifications:	GCSE or equivalent in English and Maths at Grade C or above	A/C	Designated Safeguarding Lead Training	A/C
	Knowledge of Absence and Attendance protocols and policies	A/C/I	A recognised vocational qualification (NVQ level 4) or equivalent	A/I
	Knowledge of Child Protection and Safeguarding Procedures	A/I		
	Practical work experience (working with challenging or vulnerable students)	A/I		
Experience:	Relevant experience working with vulnerable and disengaged young people in an educational setting	A/I/R		
	Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	A/I		
	Working within a partnership context, including co-ordinating collaborative activities and plans	A/I		
	Working with Multi-agencies	A/I		
Skills:	Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	A/I/R		
	ICT skills to produce quality reports and documents	A/I		
	Able to communicate effectively both orally and in writing with a wide range of people	A/I		
	Ability to work as part of a team	A/I		
	Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	A/I		
	Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	A/I		
	Ability to work well under pressure and to respect sensitive and confidential work	A/I/R		
	Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations.	A/I/R		
Behaviour and other related characteristics:	Diplomacy and discretion and the ability to appropriately manage confidential information	A/I		

	Proven ability to work as a team member to achieve goals in effective co-operation	A/I		
	To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	A/I		
	Commitment to own personal development and learning	I		

Responsibilities:

Line Management Responsibilities: N/A

Financial Responsibilities: N/A

Physical Resources: Responsibility for processing, storing and creating of highly sensitive and confidential information in relation to pupils, families and job role.

Responsibility for People: Jobholder has a direct impact on the wellbeing of pupils in relation to promotion of attendance.

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 jobholder has an indirect impact on pupil outcomes through the job role.

Working Conditions:

The nature of the job role will mean the job holder will be subject to disagreeable working conditions including potential abuse from pupils and/or parents/carers. The job holder will be required to apply resilience to the emotional demands placed on them as a result of job role on a frequent basis.

This post is term time only plus 5 Inset Days.

The post holder may be required to travel and work across multi-sites at member academies and central offices.

Personal Contacts

External: Parents/carers and external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Pupils, staff, parents/carers and visitors.

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: March 2021

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



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