



OSSETT ACADEMY  
**PRINCIPAL  
RECRUITMENT PACK**



# DEAR APPLICANT

On behalf of all governors, staff and students, we would like to thank you for your interest in Ossett Academy and Accord Multi Academy Trust. We seek to appoint a dynamic, passionate and ambitious leader to the role of Principal at the school. The position is available as our current Principal, Samantha Broome, has become Director of Education within the Trust.

Ossett Academy is a thriving, co-educational school for more than 1,700 students aged 11-18, including 224 Sixth Form students. We perform at a consistently strong level in public examinations, and we have been rated as 'Good' in all our Ofsted inspections since September 2013. We have extremely high expectations of all our students and staff members, a positive ethos and a strong programme of extracurricular activities.

The school site dates back to 1907, and we are committed to maintaining our historic roots whilst modernising our buildings to ensure the best possible learning environments and social spaces for our students and staff. In the past decade we have benefited from refurbishments to our dining hall, kitchen, student toilet facilities and sections of our roof. In 2023 we were shortlisted for the DfE's School Rebuilding Programme, which we hope will fund major projects at Ossett Academy in the near future.

Accord Multi Academy Trust is an educational charity established in September 2016. It currently consists of four academies who were its founding members: Middlestown Primary Academy, Horbury Primary Academy, Horbury Academy and Ossett Academy. Our post-16 provision, Accord Sixth Form College, is based onsite at Ossett Academy.

At Accord, we celebrate the differences of each academy through strong collaboration, and we aim to inspire all members of our learning community to be the best they can be. Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

As a Principal within the Trust, you will be joining an extremely ambitious organisation. The right candidate will combine substantial experience as an educational leader with excellent interpersonal skills, emotional intelligence and a strong strategic mindset. You will be expected to continue improving the quality of our provision and student outcomes at academy level, whilst also contributing to the Trust's wider development. As part of your role, you will be a member of our Educational Strategy Group, a forum in which Principals work alongside executive team leaders to shape innovative strategies which ensure world-class education for our students.

We are fully committed to investing in our staff and as an employee you will have access to a range of benefits. This includes high quality professional development through formal programmes, and opportunities to work closely with talented leaders, both within the Trust and with other partner organisations.

We hope that the information provided in this pack will help you to decide if you have the right qualities, skills and experience to apply for this role. If you feel that you have the vision, drive and energy to lead Ossett Academy and ensure its position among the top-performing schools in the country, then we would be delighted to hear from you.

Yours sincerely,



**Alan Warboys**  
Chief Executive Officer (CEO)  
National Leader of Education



**Sonya Trafford**  
Chair of Governors

# OSSETT ACADEMY

## CONTEXTUAL INFORMATION

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- Ossett Academy is a mixed 11-18 secondary academy, situated in the town of Ossett, with the Accord Sixth Form provision based onsite.
- The school was founded in 1735, originally in the centre of Ossett, but the building was demolished to make way for a new Town Hall. The new co-educational Ossett Grammar School opened on our current site in 1907. Today, our site is multi-faceted with a mixture of old and new buildings – the original 20th-century listed building remains at the heart of the academy.
- The Academy remains judged as Good following Ofsted’s most recent inspection in November 2022.
- The academy is much larger than an average secondary school, with more than 1,700 students on roll (including Sixth Form).
- The proportion of students supported through Pupil Premium is below the national average.
- The proportion of disabled students and those who have special educational needs supported at school action is above average.
- The academy offers a wealth of extracurricular opportunities in sport, music and performing arts, as well as a number of annual educational visits across all key stages.
- Prospective families are invited to attend our annual Open Evening, and many other showcase events take place throughout the year to enable us to share our students’ progress and talent.
- Our GCSE and A Level provision is excellent, and in 2023, our headline attainment was above the national average:
  - GCSE – 28% of students achieved grades 7-9 across all subjects
  - GCSE – 74% of students achieved grade 4+ in both English and Maths
  - A Level – 77% of students achieved grades A\*-C
- The academy produces a weekly celebratory newsletter, published on our website and sent to parents, which provides details of student successes, activities and news stories. Examples can be found [here](#).

# OSSETT ACADEMY

## AIMS

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- To be a dynamic learning community that promotes enjoyment, opportunities and friendship.
- To promote excellence by inspiring students to realise their full potential, achieve high standards and have the courage and resilience to accept and adapt to new challenges.
- To ensure all pupils are able to achieve their potential no matter what their starting point.
- To engage pupils, raise their aspirations and instill a love of learning in all aspects of the curriculum.
- To develop life-long learners with the skills and determination to succeed in an ever-changing technological world.
- To maintain a safe, caring and healthy environment for all which creates hopes, dreams and aspirations.
- To continually improve and develop our approaches to classroom and assessment practice, leading to excellent outcomes and progress across all key stages.
- To develop self-awareness and tolerance towards others with different cultures and beliefs.
- To ensure all students are supported to live balanced healthy lives that are rich with both academic and extracurricular opportunities.
- To create responsible members of a local, national and international community who promote equality and respect and understand the value of our environment and its future.
- To maintain the highest possible standards across all aspects of academy life.

We place particular emphasis on:

**Academic Excellence**

**Pupil Care**

**Behaviour and Discipline**

**Career and Post 16 Pathways**

**Extracurricular**

**Nurturing Well-Rounded Individuals**

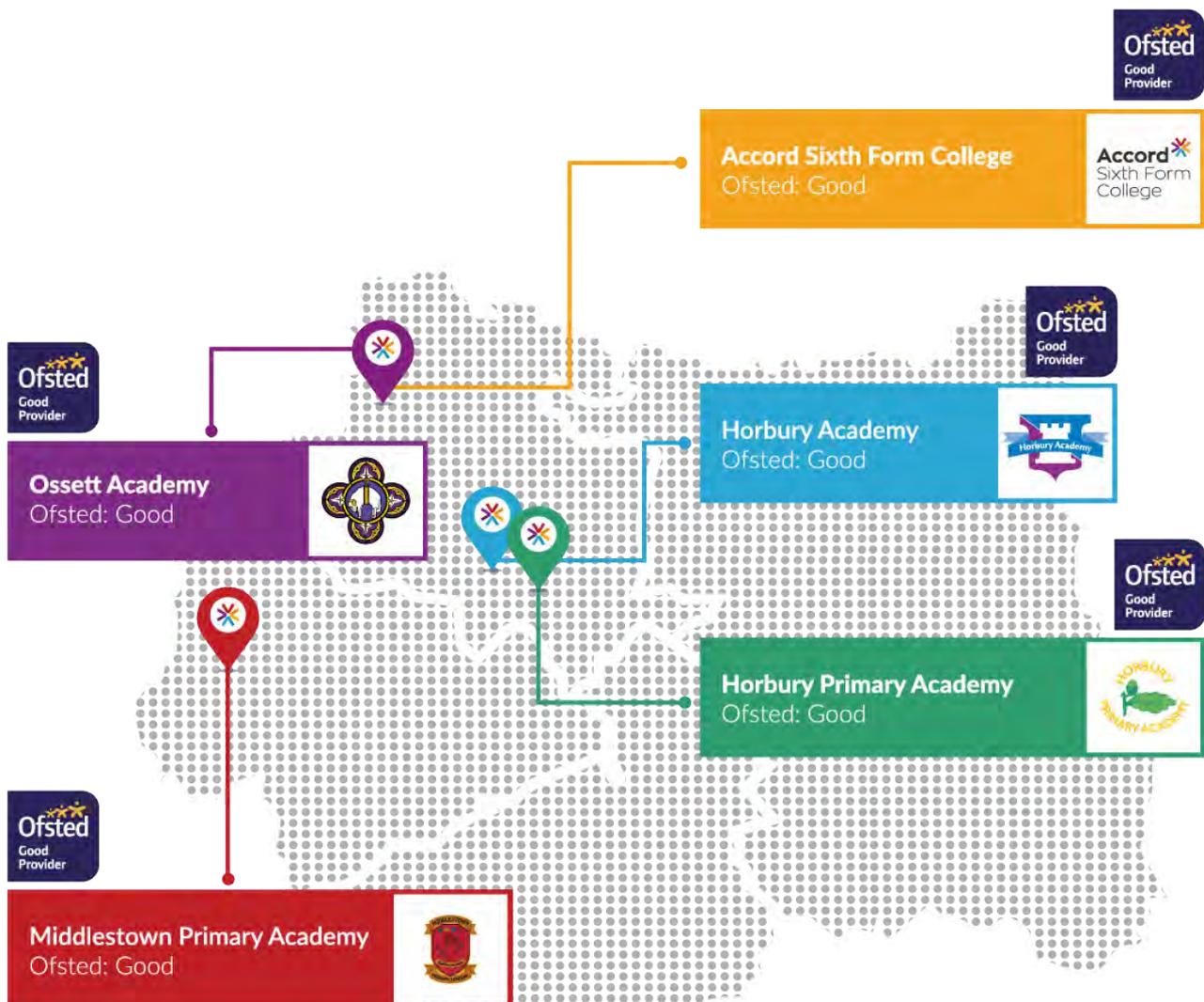
Read more about the ethos and values of the academy [here](#).



# ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust.

In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



*The overarching vision of our Trust is to celebrate the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.*

Our academies work on the following key principles:



Ambitious for our young people and staff;



Creating a positive climate and an ethos for learning and success;



Collaborative to secure the best possible learning experiences for young people and staff;



Opening doors for parents, carers and the community and being fully inclusive;



Resilient in order to develop in young people and staff a mind-set for success;



Dynamic and reflective learning communities

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.

# WHY WORK FOR US?

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Accord Multi Academy Trust is a Wakefield-based trust; all four academies are found a short drive off junction 40 of the M1 within a three-mile radius of one another. This lends itself to many opportunities for employees to work closely and collaboratively.

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.

We are committed to providing high-quality professional development for all staff who join the Trust. We understand that by investing in our staff, we can create an organisation with a shared vision and values that will transform education for young people. We foster a positive and healthy working environment, with wellbeing and workload management at the forefront of all decision-making.

New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can also utilise their first working day to meet colleagues and complete their induction/transition, before entering the classroom and/or workstation for the first time.

Across the Trust there are a number of opportunities for staff to come together in a more relaxed and informal setting. The Trust and its academies organise regular staff social activities, craft workshops and sporting events.



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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 well-being for a number of years. I lead the Academy’s Workload Group; it’s 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, second hand swap shops to name a few!”

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**Lyndele**

Curriculum Leader Art,  
Design & Technology



## 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 Smart Spending App, allowing for instant savings on everyday high street brands.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition, employees are 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 among colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for the Accord Multi Academy Trust can be found here: <https://accordmat.org/working-for-our-trust/>



### Employee Engagement Platform - Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement App with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary sacrifice schemes and healthcare cash plans.



### Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



### Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



### Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with O2 or further discounts, courtesy of Discount for Teachers, for example.



Joining Accord has provided me with opportunities to advance my career in a direction which I am truly passionate about. I joined as Director of Mathematics in 2019 and have taken advantage of the opportunities and support available to progress to Vice Principal. I am certain joining Accord was the right choice for me and my career.”

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**Dan**

Vice Principal



Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

**Jules**

Finance Manager





# PRINCIPAL ADVERT

**Post:** Principal

**Salary:** Leadership 34-40 (£106,138- £122,922), starting salary negotiable

**Start date:** January 2025 (or sooner if possible)

The Accord Multi Academy Trust and Ossett Academy Education Committee are seeking to appoint an exceptional, passionate, and dedicated leader to the role of Principal at Ossett Academy to start from January 2025 (or sooner where possible).

This is an exciting opportunity for an experienced senior leader (Headteacher/Principal, Head of School or Deputy Head/Vice Principal) with a proven track record of impact in a secondary setting. Through ambitious, determined, and exemplary leadership you will have the ability to spearhead all aspects of academy priority, harness the key strengths of all stakeholders, and manage sustained strategic improvement so that Ossett Academy continues to thrive and succeed.

As a Principal within the Trust, you will be joining an extremely ambitious organisation. The right candidate will combine substantial experience as a n educational leader with excellent interpersonal skills, emotional intelligence, and a strong strategic mindset. You will be expected to continue improving the quality of provision and pupil outcomes at academy level, whilst also contributing to the Trust's wider development. As part of your role, you will be a member of our Educational Strategy Group, a forum in which Principals and Headteachers work alongside Executive Leaders to shape innovative strategies which ensure worldclass education for all our pupils.

We encourage prospective applicants to contact Martin Blair at Hays Leadership prior to applying, and to take a look at all the relevant information on our website including details regarding our 'People Pledge' and our recently launched Employee Benefit package: [Working For Our Trust - Accord](#).

For a confidential discussion about the role, to arrange a visit or to make an application, please contact Martin Blair at Hays Leadership Appointments.

T: 07736 791138 E: [martin.blair@hays.com](mailto:martin.blair@hays.com).

Please do not use any online "APPLY" options.

Further details can also be found at [www.hays.co.uk/vacancies/ossett-academy](http://www.hays.co.uk/vacancies/ossett-academy)

**Closing Date:** 8am, Monday 1st July 2024

**Interviews:** Tuesday 9th July and Wednesday 10th July 2024

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. 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 DESCRIPTION

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**Post:** Principal  
**Salary:** L34 – L40 (£106,138 - £122,922), starting salary negotiable  
**Start date:** January 2025 (or sooner if possible)  
**Reporting to:** Accord CEO and Ossett Academy Local Academy Education Committee

## **JOB PURPOSE:**

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The core purpose of the Principal is to provide strategic and inspirational leadership for the Academy to secure its continued exceptional standards and continuous improvement, ensuring high quality education for all its students. The Principal will agree the vision with the Governors of the Academy and be accountable to them for its successful delivery.

The job description is not prescriptive, nor a comprehensive definition of the post; it provides the general framework within which the Principal will be expected to operate. It may be subject to amendment to meet the changing needs of the Academy.

## **ACCOUNTABILITIES:**

### Strategic Direction and Development of the Academy

- To deliver inspiring, motivational and purposeful leadership for all Academy stakeholders, having the highest possible expectations for all students and staff.
- To work in partnership with the Academy Education Committee, students, staff and parents / carers in generating and sustaining the ethos and values which underpin the Academy.
- To ensure that the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all staff.
- To demonstrate the vision and Academy values in everyday work and practice.
- To implement the Academy's Strategic Plan to secure continuous improvement.
- To monitor and evaluate the performance of the Academy and respond and report to the Academy Education Committee accurately and honestly, identifying action for improvement where required.
- To ensure that management, finances, organisation and administration of the Academy support its vision and aims.
- To ensure that Academy policies and practices drive academy improvement and take account of national, local and Academy requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets and take action as may be necessary.
- To ensure that all Academy stakeholders are committed to its aims, motivated to achieve them, and involved in meeting short, medium and long term objectives and targets which secure the continued educational success of the Academy.
- To keep abreast of educational developments and introduce strategies and innovation that best meets the needs of our students.

## Teaching and Learning:

- To ensure effective and responsive approaches to teaching and learning in all areas of the curriculum.
- To ensure that high quality teaching and learning is central to all decision making, securing outstanding teaching, effective learning, high standards of achievement and excellent behaviour.
- To monitor and evaluate the quality of teaching and learning and standards of achievement of all students in the Academy through appropriate methods.
- To continuously improve standards by making effective use of data and benchmarking information to maximise student achievements.
- Challenge under-performance at all levels and ensure effective professional development, support and review.
- To continuously review the curriculum, with Governors and the Senior Leadership Team, to ensure that it is delivering the best outcomes for students whilst remaining cost effective.
- To ensure that students develop skills for lifelong learning and take personal responsibility for their own learning.
- To develop students' softer skills ensuring that they are able to develop into well rounded individuals who respect themselves and others and can celebrate their differences.
- To determine and implement positive strategies and programmes which ensure excellent student behaviour and attendance.
- To develop and maintain effective links with the community including business and industry and through these extend the curriculum and enhance teaching and learning.
- To maintain an effective partnership with parents / carers and the wider community to support and improve students' achievement and personal development.
- To ensure that the Academy continues to deliver its' extensive programme of extra-curricular activities and that these are accessible to all students.
- To make effective use of Pupil Premium, SEN and other earmarked funding streams to remove barriers to learning for more vulnerable students.



## Developing Self and Working with Others:

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- Have high expectations of self and others and promote a culture of openness and honest feedback to facilitate continuous staff improvement.
- To treat people fairly and with respect and operate with honesty and integrity at all times; expecting the same from all other staff and Governors.
- To ensure that staff well-being, reward and recognition is given high priority, whilst also maintaining high expectations.
- To work with Governors and senior colleagues to recruit and retain staff of the highest quality.
- To create a staffing structure and Pay Policy, with the Academy Education Committee and Senior Leadership Team, that attracts and retains the best staff. To share the staffing structure with all staff so that clear lines of accountability are communicated.
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a way that maximises outcomes for students.
- To have robust, effective systems for the management of staff performance, incorporating appraisal target setting and performance related pay where applicable.
- To actively promote, evaluate and monitor the continuing professional development of staff, including the induction of all newly appointed staff.
- To regularly review own practice, obtaining 360 degree feedback on a regular basis and encourage others to do the same.
- To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of all members of staff.

## Managing the Organisation

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- Ensure that policies, systems and structures are regularly evaluated and reviewed to ensure that they reflect the Academy aims and best meet the needs of the students.
- To ensure that policies are communicated effectively and adhered to.
- With the Academy Education Committee and Senior Leadership Team, set appropriate priorities for fund and human resource allocation to ensure that expenditure adds value.
- To manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.
- To ensure that the Academy Education Committee undertakes regular reviews of itself and receives the appropriate training to be able to fulfil its statutory duties and make informed decisions.



LEADING SUCCESS



SECURING SUCCESS



DEVELOPING SUCCESS



STANDARDS FOR SUCCESS



SUPPORTING SUCCESS



ACHIEVING SUCCESS



### Accountability:

- Maintain an ethos of collective accountability and collaboration, encouraging the sharing of best practice both within and outside of the Academy.
- Ensure individual staff accountabilities are clearly defined, understood and widely communicated and subject to robust appraisal targets.
- To continue to develop an organisation in which all staff recognise that they are accountable for the success of the Academy.
- To present a coherent, honest and accurate account of the Academy's performance in a form appropriate to a range of audiences, including Governors, the Local Authority, the local community, OFSTED and others.
- To ensure that parents / carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in support of learning and achieving the Academy's targets for improvement.
- To provide information, objective advice and support to the Academy Education Committee to enable it to meet its responsibilities for securing effective teaching and learning for students and towards the achievement of the Academy's targets for improvement.
- Act as the Academy's Accounting Officer and ensure that all conditions and requirements of the Academy Funding Agreement with the Secretary of State are met.

### Strengthening Community

- To continually promote the Academy in a positive light and seek opportunities to network within the local and wider communities.
- To represent the Academy at meetings / events organised by appropriate and relevant community groups.
- To liaise with the press and media and seek opportunities to promote good news stories.
- To share information and positive events via the Academy website, social media and other Academy communication channels on a regular basis.
- Collaborate with other agencies to ensure the well-being of students and their families.
- To support the Academy's commitment to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002.

# PERSON SPECIFICATION

	Essential	Desirable	Assessed by Application or by Interview/Reference	
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## Qualifications

Degree Level Qualifications or Equivalent	✓		✓	
Masters Degree		✓	✓	
Qualified Teacher Status (QTS)	✓		✓	
NPQH or other recent qualification in Educational Leadership		✓	✓	

## Professional experience and knowledge

Experienced senior leader (Headteacher/Principal, Head of School or Deputy Head/Vice Principal) with proven track record of impact	✓		✓	✓
Proven success at raising attainment and achievement in a secondary school setting	✓		✓	✓
In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a school/ Academy	✓		✓	✓
An ability to articulate the vision for the Academy and ensure that this is translated into the highest levels of student outcomes	✓		✓	✓
Proven track record in successfully leading and motivating staff and creating and maintaining a can do culture	✓		✓	✓
Experience of setting and achieving ambitious goals and targets	✓		✓	✓
Successful experience in leading and managing change and innovation in education	✓		✓	✓
Evidence of regular and appropriate professional development, including leadership/management training	✓		✓	✓

# PERSON SPECIFICATION

An understanding of how to create and maintain a culture of accountability and have student outcomes at the heart of every decision	✓		✓	✓
Recognition and promotion of the role parents, carers and families play in helping children and young people succeed and thrive	✓			✓
Highly developed skills in performance management, recognising skills and high performance, and tackling underperformance through to resolution	✓		✓	✓
Evidence of using data and benchmarking information to improve student outcomes	✓			✓
Successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money	✓			✓

## Personal aptitudes, qualities and skills

The ability to inspire, motivate and enthuse others	✓			✓
To be articulate and approachable with excellent interpersonal skills, both verbal and written	✓			✓
To have proven sound problem solving and decision-making skills combined with the ability to lead, influence and manage change	✓			✓
To be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict	✓			✓
To be proactive, innovative and versatile with exceptional levels of drive, energy and enthusiasm, resilience, reliability and integrity	✓		✓	✓
Proven successful experience of school self-evaluation and accountability and the school improvement process	✓		✓	✓





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