



RECRUITMENT PACK

DEAR APPLICANT,

Thank you for your interest in Ossett Academy and Sixth Form College. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

The Academy is an 11-19 Academy with over 1,670 students including 300 students in the Sixth Form. We maintain high standards across all aspects of Academy life with high academic attainment and an explosion of extra-curricular opportunity and talent. As a result of these factors and the strong reputation that the Academy has, we are currently significantly over-subscribed.

Most recently the Academy took the decision to form a Multi Academy Trust (MAT) with a local secondary Academy and two Primary Schools. Our move to become a strategic partner within the Accord Multi Academy Trust is exciting. Our vision is that Accord develops our knowledge of learning from primary to secondary so that students have access to an even better range of opportunities in order to achieve excellence. Equally, there are also extended opportunities for staff to work in collaboration and to gain from an enhanced offer of Continued Professional Development linked to the most relevant career stage pathway. The Accord Multi Academy Trust is different in that there is no lead school; it is truly a partnership between like-minded institutions.

Partnership and collaboration is a key feature of our work. Ossett Academy and Sixth Form College is also one of nine schools that form Education Ossett Community Trust (EOCT), an educational trust which provides a broad range of opportunities and experiences for children and young people of ages 11-19 in the town of Ossett.

The development of our community is an extremely important feature of our work, and a key priority is to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

As Principal, the things that are distinctive about the Academy in my view are the incredibly high expectations of all students and staff, the balance of traditional values set against those of modern society, the vast array of enrichment opportunities and the overwhelmingly positive approach and ethos.

It is a real privilege to work with and lead such a talented body of students and staff here at Ossett Academy and Sixth Form College and 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 like to hear from you.

Yours sincerely,



Alan Warboys
Principal



AIMS OF THE ACADEMY

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 to accept new challenges.

To maintain a safe, caring and healthy environment for all which creates hopes, dreams and aspirations.

To develop life-long learners with the skills and determination to succeed in an ever changing technological world.

To develop self-awareness and tolerance towards others with different cultures and beliefs.

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.



CONTEXTUAL INFORMATION

- The Academy is much larger than the average-sized secondary school and is heavily oversubscribed.
- The proportion of students supported through the 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 proportion supported at school action plus or with a statement of special educational needs is well below average.



OSSETT ACADEMY'S

STRATEGIC PLAN FOR SUCCESS

SUCCESSFUL STUDENTS ARE:

- Caring, courageous and courteous
- Resilient
- Engaged
- Independent
- Aspirational
- Responsible
- Believers in their own abilities and potential.

SUCCESSFUL STAFF ARE:

- Setters of the highest standards
- Consistent appliers of the highest standards
- Inclusive
- Collaborative
- Experts in their own areas
- Empowered learners
- Resilient

SUCCESSFUL LEADERS ARE:

- Aspirational
- Inspirational
- Positive
- Principled
- Purposeful
- Relentlessly in pursuit of success for all
- Challengers
- Supporters
- Resilient

YEAR 1 KEY PRIORITIES TO SUCCESS FOR 2017-2018

KEY PRIORITY 1 :	KEY PRIORITY 2 :	KEY PRIORITY 3 :	KEY PRIORITY 4 :	KEY PRIORITY 5 :
<p>‘Achieving Success’</p> <p>All students across all key stages secure at least good outcomes in relation to starting points.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> • A continued rise in outcomes for key groups of students including disadvantaged; the most able, SEND without an EHCP and boys. • Continuing to minimize the outcomes across subjects with a particular focus on EBACC subjects. • Continuing to enhance and improve the provision at post 16. 	<p>‘Securing Success’</p> <p>Teaching, learning and assessment are all highly developed across all subjects and lead to at least good outcomes and progress for all students across all key stages.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> • Teaching to the top and ensuring that all learning represents stretch and challenge for all students. • Pride in presentation of work • Metacognitive approaches to teaching and learning. • Feedback that makes a difference. • Further developing a positive climate and attitude to learning. 	<p>‘Developing Success’</p> <p>All colleagues are supported to develop their practice and pedagogy through continuous and collaborative high quality professional development and partnerships.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> • Embedding the five key priority areas for ‘securing success’ • Further developing and embedding mentoring for colleagues where teaching, learning and assessment are variable and not yet consistently good. • Further developing and embedding coaching as a model for sustained and lasting improvement for teachers. • Providing on-going and bespoke leadership development for all leaders in the academy. 	<p>‘Standards for Success’</p> <p>All students maintain the highest standards for success across all aspects of academy life.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> • Raising further, attendance levels of a minority of students. • Reducing further, the number of students who receive a fixed term exclusion • Reducing the number of students who are permanently excluded from the academy to zero. • Ensuring consistently high standards of behavior across the academy, in line with the academy’s heightened expectations. • Creating engaging spaces and learning environments • Implementing a system of positive recognition that values students that go ‘above and beyond’ the basic expectations. 	<p>‘Supporting Success’</p> <p>All students are supported to live balanced, healthy lives that are rich with both academic and extra-curricular opportunities.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> • Highly effective pastoral and academic interventions that are personalized and dependent upon student need. • Increasingly successful parental engagement and support. • Supporting students to develop spiritually, morally, socially and culturally through effective all-round learning experiences. • Encouraging participation of students in a variety of enrichment opportunities paying particular attention to key groups of learners including those who are disadvantaged or SEND support. • Developing student leadership to enable students to become leaders of their own learning.



Ossett
Academy

“Ossett offers extra curricular activities and ensures students and parents are informed and involved in all aspects of Academy life.”

BETHANY STEVENSON
YEAR 11 STUDENT

ACADEMIC EXCELLENCE

Ossett Academy is a dynamic community that promotes enjoyment in learning and extensive opportunities for young people in a warm and friendly environment. Our students consistently achieve strong results at both GCSE and A Level. When compared with other schools, we are consistently performing amongst the highest in the country on a number of measures, a fact that we are incredibly proud of. This academic excellence does not happen by accident; it is as a result of the highest expectations of all our students and staff. We work in partnership with students and parents/carers to ensure the very best academic achievements for all our students. We encourage students to have a love for learning. We believe we provide students with the right skills, aptitudes and an appetite for learning that will last for a lifetime.



*“Ossett Academy offers
focused support; the teachers
really want to help you and
see you succeed.”*

KATIE SAVILLE
YEAR 11 STUDENT

ADVERT

Associate Teacher

Scale 5, £15,731 - £17,252 (actual salary)

32.5 hours per week, term time only + 5 Inset Days

To start as soon as possible

Ossett Academy & Sixth Form College are seeking to appoint to the role of Associate Teacher.

The successful candidate will be qualified to degree level in a subject area of relevance to the curriculum at the Academy. The role would be an ideal opportunity for someone looking to gain teaching experience and/or move onto an unqualified teacher role.

The Academy are looking for an enthusiastic individual with the creativity and passion for education to utilise their specialist skills and knowledge to support and enrich the learning and progress of students in subject areas through 1 to 1 work, subject interventions or working with small groups. There will also be a requirement to provide cover for absent teaching colleagues.

If you would like further information regarding the role or to arrange a visit to the Academy please contact the HR department on 01924 232820.

The application form is available at www.ossettacademy.co.uk

Please return your application form to the HR Department at Ossett Academy & 6th Form College either by post or email to hr@ossettacademy.co.uk

Closing date for applications is **Friday 01 December at 12 noon.**

Interviews will take place on week commencing **04 December 2017.**

Ossett Academy and Sixth Form College 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.



OSSETT ACADEMY

CREATING OPPORTUNITIES. ACHIEVING EXCELLENCE.

Ossett Academy and Sixth Form College is committed to safeguarding and promoting the welfare of students and expects all colleagues to share this commitment.

POST TITLE: Associate Teacher

REPORTING TO: SLT

LOCATION: OSSETT ACADEMY & SIXTH FORM

GRADE: Scale 5
32.5 hours per week, Term Time Only + 5 INSET Days

Overall Purpose of the Post:

To provide cover in lessons as and when required.

To utilise specialist skills for activities which enrich the learning and progress of students in subject areas e.g. subject intervention, work with small groups of students and 1 to 1 work with students.

Assist in specific departments with tasks as designated by the CTL e.g. creating learning resources and assessing students' work and giving feedback.

To participate in partnership working with other schools and academies.

To offer in lesson support to students as and when needed e.g. students who have access arrangements.

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.

KNOWLEDGE + SKILLS

ESSENTIAL

DESIRABLE

Knowledge of relevant policies/codes of practise and legislation.

Knowledge of the issues surrounding the safeguarding of children and commitment to child welfare and safety

Knowledge of child protection procedures

Understanding of the Curriculum and other basic learning programmes

Awareness of statutory frameworks relating to teaching

Excellent behaviour management skills

Excellent communication and interpersonal skills with ability to adapt these skills to suit a wide range of students and colleagues

Ability to use own initiative and work independently

Ability to relate to students and parents in a sensitive manner

Ability to lead, organise and motivate

Ability to establish effective working relationships with colleagues and agencies

Ability to demonstrate a flexible attitude towards team working and to be able to contribute to the effective working of a team

Ability to manage a range of tasks efficiently and apply effective organisation skills

Ability to remain calm under pressure

Ability to operate effectively when liaising with different groups and colleagues at all levels

Ability to use a range of ICT applications (e.g. Word, Excel, Outlook, SIMS)

Qualified to Degree Level in a specific subject specialism which fits with the curriculum needs of the academy.

English and Maths to GCSE Grade C or above or equivalent

Proven experience of working with young people in an educational environment

Experience of leading work with small groups
Experience of handling conflicting situations and ability to have authority in classroom situations.

HLTA qualification

QUALIFICATIONS

EXPERIENCE

Responsibilities and Accountabilities

- To provide cover for classes in the absence of teaching colleagues and create a purposeful and orderly environment in which students can learn.
- Direct and supervise students to complete the work set and complete records for absent teaching colleagues.
- Support in the planning and preparation for lessons at department level with teaching and CTL colleagues.
- To utilise specialist skills and knowledge for activities which enrich the learning and progress of students in subject areas e.g. subject intervention, work with small groups of students.
- Undertake dedicated and focussed 1 to 1 work with groups of students.
- Play a key role in supporting teaching colleagues to raise levels of achievement for all students.
- Provide in-lesson support of students who have specific needs, for example access arrangements.
- Support students in using resources, e.g. ICT
- Select and prepare learning resources necessary to lead learning activities, taking account of student's needs, language, and ability.
- Record progress and achievement in lessons and ensure feedback is provided, reporting any concerns arising to absent colleagues whom covering for.
- Feedback to Learning Leaders and CTLs as appropriate.
- To create learning resources for subjects in liaison with the allocated Curriculum Team Leader.
- Assist in departments with tasks as designated by the CTL e.g. creating learning resources for students and assessing students' work and giving feedback.
- To make use of and apply consistently the Academy's behaviour and rewards system.
- To accompany visits and field trips as required (by negotiation).
- To carry out lunch and/or break duties as determined by the staff rota.
- To attend meetings as and when required.
- Analyse data and report accordingly, contributing to the production of reports for parents

Partnership working

- To participate in partnership working with other schools and academies as and when required.
- Build positive and constructive relationships with other Associate Teacher colleagues in the Academy and build a team working approach to the role.
- Establish effective working relationships and communicate in a timely manner with other agencies/professionals, colleagues, parents etc as required.

Other Responsibilities

- The duties and responsibilities in this job description are indicative and may change over time.
- Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post; as directed by the line manager, SLT member or Principal
- The post enables the Academy to ensure quality cover and specialised in class support in addition to offering career progression and opportunity for individuals to develop a skill set to support a move on to teacher training.
- 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

Responsibility for Resources

People

No line management responsibility.

Finance

No direct responsibility for budgets; however post holders should ensure all work is carried out within budget and cost effectively.

Physical Resources

To prepare, maintain and use equipment / resources required for relevant learning activities within the Learning Support area.

Characteristics of the post: (e.g. non standard working arrangements and/or conditions, physical requirements such as lifting, mobility etc.)

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 behaviour.

The post involves contact with young people which through their circumstances or behaviour may occasionally place emotional demand on the post holder.

The post is designated as working Term Time Only plus 5 INSET Days. At the start of the academic year all staff receive notification of INSET dates. Post holders are required to attend all of these sessions and the replacement Twilight Sessions that are set in lieu of INSET days.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Childcare Disqualification Declaration (where applicable)
- Two satisfactory references
- An Enhanced DBS Disclosure
- Confirmation of medical fitness for employment

APPLICATION PROCESS

We are delighted that you are considering an opportunity at an Academy within the Accord Multi Academy Trust.

You will find that each Accord Academy retains its own unique character, ethos and vision. What unites us in one accord, however, is our shared drive to create an outstanding learning community in each of our academies, for all of our students.

We believe our cross phase MAT enables us to do that. We hope you will consider applying and look forward to receiving your application.

Further details about Ossett Academy can be found on the Academy website via the link below:

www.ossettacademy.co.uk

Application forms can be found on the Recruitment tab.

For further details regarding the role or to arrange a visit to the Academy please contact us on 01924 232820.



OSSETT ACADEMY

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