



Recruitment Pack



Welcome to Applicants

Thank you for your interest in Horbury Primary Academy. We hope that the information contained within this brochure 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 Primary Academy and becoming part of a team committed to the pursuit of excellence in provision for our children. We are keen to appoint individuals who have enthusiasm, vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

Horbury Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

We believe we have created a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all enjoy coming to school. We have enthusiastic and caring staff who work hard to ensure this is in place.

We want every child to reach their potential and our ultimate aim is to create a lifelong love of learning which gives children not only new skills, knowledge and understanding, but also key learning attributes that will enable them to succeed as they begin their path in life.

I am extremely proud as Principal to lead Horbury Primary Academy and 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 Horbury Primary Academy's further continued improvement, then we would be delighted to hear from you.

Yours sincerely,

James Tucker
Principal



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form
7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, place matters, purpose lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Our Values



Value Our People

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Take Pride in Our Place

We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.



Act with Enduring Purpose

We focus on what matters most, our young people, making decisions that stand the test of time.

Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:



Generous annual leave entitlement for full-time colleagues, rising with length of service.



A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.



A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.



An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.



Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.



Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.



A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.



Staff recognition programmes celebrating excellence, dedication, and positive impact.



Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.



About Horbury Primary Academy

- Horbury Primary Academy is a mixed 3–11 primary academy, situated on the outskirts of Wakefield.
- The school officially opened in 1913, following the combination of two local schools, formerly known as Horbury Council School.
- We have a diverse curriculum, which is interwoven with the key learning attributes embodied within our PRIDE ethos: perseverance, risk-taking, independence, determination and enthusiasm.
- Our pupils are at the centre of everything we do and we have created a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all enjoy coming to school. We have enthusiastic, caring and professional staff who work hard to ensure this happens.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- 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.



Staff Testimonials

It has been a breath of fresh air working at Horbury Primary Academy. As a teacher, working in a supportive and collaborative environment is incredibly important and I have received support in all areas of my career and personal life while working here. All the staff are a caring and friendly group of people, who truly put the children first, and make it a very happy place to be.

Helen
Teacher and PE Lead



Working as part of the Horbury Primary Academy family for 17 years has given me the privilege of not only working alongside such an enthusiastic, dedicated team, but seeing the fantastic experiences and opportunities that are provided for our children.

Over many years I have been encouraged and supported by such an amazing team, enabling me to grow and develop skills I thought I could never accomplish.

Tracy
Teaching Assistant

Lunchtime Supervisory Assistant

Location: Horbury Primary Academy

Salary: Band B, £13.28 Per Hour

Contract: 6.25 Hours Per Week, Term Time Only

Start date: As Soon As Possible

About the Role

Horbury Primary Academy is seeking to appoint an enthusiastic and dedicated Lunchtime Supervisory Assistant to join our supportive team. This rewarding role involves supervising pupils during the lunchtime period, ensuring that they enjoy a safe, positive and engaging lunchtime experience.

The successful candidate will supervise children both in the dining hall and outdoor play areas, promoting high standards of behaviour, encouraging positive social interaction and supporting pupils to develop independence and good manners. They will be responsible for ensuring the welfare, safety and wellbeing of all pupils during the lunchtime period, responding appropriately to minor incidents, administering basic first aid where required, and helping to resolve any issues in a calm and positive manner. The postholder will work closely with teaching and support staff to maintain a consistent approach to pupil behaviour and provide feedback on any concerns that may arise.

We are looking for someone who is approachable, patient and able to use their own initiative when responding to the varying needs of children, while demonstrating excellent communication and interpersonal skills. This is a fantastic opportunity for an individual who enjoys working with children and wants to play a key role in creating a happy, safe and inclusive school environment where every child feels supported and valued.

The working pattern for this role is Monday to Friday 12.00pm to 1.15pm.

About You

The successful candidate will be...

- Able to work effectively as part of a team and contribute positively to the wider school community.
- Confident in using their judgement to identify when intervention is required to maintain pupil safety.

- Caring, approachable and committed to supporting the wellbeing and development of children.

About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. 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 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 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, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact hr@placepartnership.com

Closing Date: Monday 05 October 2026 at 9.00am

Interviews are expected to take place: week commencing 05 October 2026

To apply for the position, please visit <https://placepartnership.com/current-vacancies>

Place Partnership 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 Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is 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.

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.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

Role Description

Lunchtime Supervisory Assistant

NJC Pay Range:	Band B
Responsible For:	N/A
Responsible To:	Principal

Main Purpose of the Post

To assist with the supervision of pupils during lunch time periods.

Key Areas of Responsibility

- To supervise children during meal breaks and assist with food where required.
- To supervise queues waiting to enter the dining areas.
- To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- To supervise all areas both inside and outside where pupils congregate during lunch time.
- To check that all pupils return to their classrooms.
- To report all accidents to the Principal / Class Teacher / Senior Supervisor where applicable.
- To ensure that persons on the premises who are not pupils are authorised visitors.
- To refer any cases of unacceptable behaviour to the Principal/ Senior Leadership Team.
- To supervise children when washing hands prior to the meal being eaten and assist children to put their coats on (in Nursery, Primary, Junior, and Infant schools.)
- Ensuring children's plates are clean and neatly stacked away.
- Cleaning up spillages within the dining area.
- To attend to children who are ill during lunch time – as and when required.
- Report any problems to the Principal / Senior Leadership Team
- Other duties commensurate with the grade of the post as directed by the Principal.

Other Considerations Relevant to the Role

- Additional hours may be required to accommodate Emergency Feeding.
- Movement and lifting furniture/moderately heavy items integral to the role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

Role Description

Supplementary Information

NJC Pay Range:	Band B
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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors, and members of the local community.
- Regularly review own practice, set personal targets, and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Person Specification

Lunchtime Supervisory Assistant

	Essential	Desirable
Qualifications and Training	N/A	- Support Work in Schools (S.W.I.S.) Level 2 - Level 2 Numeracy/ Literacy or willingness to work towards
Experience, Knowledge and Understanding	- Willingness to participate in the development and training of pupils - Basic Numeracy/ Literacy Skills - Appropriate knowledge of First Aid - Experience of decision making, such as when to intervene to prevent children injuring themselves or others. - Knowledge of when to refer cases of unruly behaviour to the Headteacher.	
Skills and Attitude	- Communication Skills - Team Working Skills - Supervisory Skills - Caring Skills - Very high levels of concentration & alertness required - Very high levels of emotional demands	
Commitment	Committed to safeguarding the wellbeing of pupils.	



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