



OSSETT ACADEMY

RECRUITMENT PACK



A MEMBER OF
Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in Ossett Academy and Accord 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 has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. Our strong tradition of success is built on a firm foundation of personalised pastoral care, ensuring a climate for learning that is calm, well ordered and secure. We recognise the hard work and efforts of pupils in their lessons and their learning, and positive recognition of both staff and pupils is at the heart of our approach.

Academic success is only one part of our story. Whilst we are incredibly proud of our excellent track record of high levels of pupil achievement in the context of a broad and balanced curriculum, we also offer and actively encourage our pupils to engage in a wide range of enrichment activities. There really is an extensive variety of extra-curricular opportunities at the academy.

Whilst supporting our pupils and students to be the very best learners is our primary focus, the development of our community is also an extremely important feature of our work. It is Ossett Academy's key priority to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we continue to play a key role alongside our primary pyramid as a member of the Education Ossett Community Trust (EOCT), striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3-18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside Horbury Academy, 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 its 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 access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud to lead Ossett 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 love to hear from you.

Yours sincerely,



Nicola Walker
Executive Principal

ABOUT THE TRUST

Accord Multi Academy Trust is an educational charity, established in September 2016. The founding members of the Trust were Horbury Academy and Ossett Academy & Accord Sixth Form College, joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.



The overarching vision for the Trust is to work in one

'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.'

Our academies work on the following key principles:



Ambitious for our young people and staff;



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



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



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



Resilient in order to develop in young people and staff a mindset for success;



Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations of what every child can achieve regardless of their context or starting point.

Having consolidated our position as a multi academy trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



WHY WORK FOR THE TRUST?

Accord Multi Academy Trust is based in Wakefield; all five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three-mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, and sporting groups, which currently include a running club and weekly staff football matches.



Accord *
Sixth Form
College

As a Trust we are committed to providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.

Other Reward Gateway benefits include:

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

In addition to this, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for Accord Multi Academy Trust can be found [here](#).



Employee Engagement Platform—Accord Rewards

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



Accord Multi Academy Trust Benefits

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

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



Accord Multi Academy Trust Contractual Benefits

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



Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with 02 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



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“Joining Accord Multi Academy Trust has allowed me to follow my passion for education in a truly meaningful way. I started as a Computer Science teacher at Ossett Academy and took full advantage of the opportunities available to transition into the role of SENCo. The academy’s commitment to professional development and access to various qualifications has been pivotal in my personal and professional growth, enabling me to make a wider impact on both our pupils and the school community.”

Thom
SENCo

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

Jules
Finance Manager



WHY WORK AT OSSETT ACADEMY?

- Ossett Academy is a mixed 11–18 academy, located on the outskirts of Wakefield. Accord Sixth Form College, our standalone Post 16 provision, is situated onsite.
- Ossett Academy was founded in 1735 as Ossett Grammar School, originally located in the centre of Ossett where the Town Hall now stands.
- Our school site is diverse and firmly rooted around 'Park House', the Grade II listed building built in 1867. The building was purchased and became Ossett Grammar School in 1906.
- 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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"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."

Anna
Head of Biology



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"I've been involved with staff wellbeing for a number of years. I lead the academy's Workload Group; its 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, and second hand swap shops to name a few!"

Lyndele
Curriculum Team Leader of Art, Design
& Technology



ADVERT

SAFEGUARDING & WELLBEING OFFICER

Scale POA, £35,842 to £38,631 (inclusive of 2025/2026 pay award)

Permanent

37 Hours Per Week, Term Time + 5 Insets + 15 Additional Days

To Start As Soon As Possible

Ossett Academy & Accord Sixth Form are seeking to appoint to the role of Safeguarding & Wellbeing Officer to champion safeguarding and wellbeing for all pupils, ensuring pupil safety is paramount at all times.

The role will involve working with external agencies, colleagues within the academy, attending meetings internally and externally and will ensure that all matters relating to safeguarding concerns are dealt with swiftly and appropriately in line with statutory and Academy guidelines.

You will be required to act as a source of support, advice and expertise to staff on matters of safety and safeguarding. You should have excellent organisational skills, the ability to analyse and resolve issues, reach considered judgements, delegate and line manage others effectively.

The successful candidate ideally will have experience working with young people and their families and will be able to build rapport with pupils. If you have the passion and drive then we would love to hear from you.

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 Ossett 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. 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 recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](https://www.accordmat.org/Working-For-Our-Trust).

Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via Accord Rewards
- Access to an industry leading Employee Assistance Programme
- 24/7 access to an online GP or Advanced Nurse Practitioner through Healthcare Cash Plans
- Cycle to Work Scheme*
- Free annual flu jab
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*



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.

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 921213**

Closing Date: Friday 15 August 2025 at 12.00pm

Interviews are expected to be held: week commencing 18 August 2025

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 SPECIFICATION



Job Title: Safeguarding & Well-Being Officer	Grade: POA
Department: Pastoral	Accountable to: Assistant Principal
Contractual Terms: Term Time Only + 5 Inset days + 15 days	Responsible for: N/A

Overall Purpose of the Job:

- To champion safeguarding for all pupils ensuring pupil safety is paramount at all times.
- To ensure successful mentoring and intervention for targeted pupils through delivery of key support services.
- Ensure the safeguarding policy is upheld and promote the welfare of young people and to demonstrate this commitment in every aspect of this post.
- Uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of pupils.

Responsibilities and Accountabilities

Safeguarding Responsibilities:

- Respond swiftly and appropriately when concerns are raised regarding the health, safety and welfare of a pupil, reporting immediately to the DSL and/or Principal, on all cases that are deemed of a serious nature, to agree an appropriate course of action.
- Ensure all national, legal and local requirements are fulfilled for child protection cases.
- Taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so and to contribute to the assessment of children.
- Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern.
- Making referrals to the police where a crime may have been committed which involves a child.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.
- Initiate and Chair CAF / TAC meetings.
- Deliver and oversee highly differentiated interventions, for example online safety, positive relationships.
- Advise and support SLT and designated colleagues in relation to drug related incidents, reporting to external agencies if required.
- Develop effective links with relevant agencies including Social Services, Police and co-operate as required with their enquiries regarding child protection.
- Lead on all matters relating to Looked After Children (LAC) taking appropriate actions in a timely manner.
- Support the DSL in delivering safeguarding training annually and as required to all established and new members of staff, keeping records of attendance in liaison with the HR Department for the Single Central Record.
- To support the DSL to ensure where children leave the academy their child protection file is securely transferred to the new school or college as soon as possible.
- Develop and confidentially maintain all pupil records relating to child protection concerns.
- To work with the DSL as a point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty.
- Act as Deputy DSL.

Intervention Responsibilities:

- Develop and deliver training for pupils on a range of safeguarding and pupil welfare topics.
- Liaise with Pastoral Year Leaders and teaching staff regarding structured support and intervention for pupils who have emotional and physical barriers to learning, attending meetings as required for reviews of progress.
- Take a pro-active role in promoting links with feeder primary schools regarding Year 7 transitions for pupils identified as vulnerable and anxious.
- Quality assure the intervention programmes and one-to-one mentoring delivered by Learning Mentors, seeking advice as required from relevant staff.
- Work alongside the Academy Well-Being Support Officer promoting pupil well-being and in support of the delivery of effective support systems and assessments.

Middle Leadership Responsibilities:

- Support with the oversight of Deputy DSL team.
- Work closely with Pastoral Year Leaders and other Deputy DSL colleagues to ensure an effective joint working approach to the benefit of all pupils.

Data Processing and Security

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Ossett Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote teamwork within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Principal, in consultation with the post-holder.
- The post-holder's duties must, at all times, be carried out in accordance with Ossett Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Co-operate with management of the Academy as far is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

Development/Other

- To participate in continual professional development and annual reviews of personal performance, undertaking necessary training as required.
- Ability to work flexibly in order to maintain effective and supportive behaviour management strategies.
- Willingness to develop skills and perform independent research as required in relation to role.

Requirements for the Job/Evidence

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

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

Competency	Essential	How Assessed	Desirable	How Assessed
Qualifications	Relevant Degree Qualification	A	Counselling Qualification	A/I
	5 GCSEs (or equivalent) at Grade C or above including English and Maths	A/I	Social Work Qualification	A/I
Experience	Significant experience of working in an educational or Social Services setting.	A	Experience of working in a similar job role within an Academy/Secondary School	A
	Experience of working with children or adults with complex personal issues.	A		
	Some experience of working effectively with a range of professionals to promote children/young people's learning or welfare.	A		
	Experience of devising and developing policies and protocols	A		
	Experience of communicating with a wide range of people and organisations	A/I		
	Experience of dealing with challenging and difficult situations.	A/I		
Knowledge and Statutory Requirements:	Substantial child protection knowledge i.e. pupil disclosures, section 47.	A/I		
	Knowledge of the range of additional support/agencies which can assist vulnerable families/pupils.	A/I		
	Excellent working knowledge of relevant codes of practise/policies	A/I		
	Current working knowledge of welfare and child protection issues.	A		
	Have an empathy and understanding of the needs of vulnerable children and their families	I		
	Understanding of the importance of maintaining confidentiality	I		
	Knowledge of Microsoft Office applications including Word, Excel, and Outlook with good keyboarding skills	A/I		
Planning, Organisation and Mental Challenge:	Excellent problem solving and time management skills	A/I		

Interpersonal & Communication:	<p>Ability to communicate complex and sensitive information to pupils and their parents/carers</p> <p>Ability to deal with difficult circumstances in a calm, consistent and professional manner</p>	<p>I</p> <p>I</p>		
Physical Skills and Demands:	<p>Ability to think logically and strategically and be able to deal with crisis situations/instances occurring within the Academy, at a given moment in time, to ensure that Ossett Academy is not only proactive in relation to Child Protection & Safeguarding Legislation but meets the requirements of Statutory Legislation</p> <p>Ability to apply intense emotional resilience on a day to day basis, dealing with Child Protection, Mental Health Issues, etc., to ensure that children are safe at Ossett Academy and at home</p> <p>Ability to respond to crisis situations, take decisions and act on them on behalf of and in consultation with the DSL and/or Principal</p> <p>Ability to demonstrate yourself as a good role model to children, families and colleagues</p> <p>Ability to maintain appropriate relationships and personal boundaries with children and young people</p>	<p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p>		
Initiative & Independence:	<p>Ability to work on one's own initiative, balancing competing priorities</p>	<p>A/I</p>		
Emotional Challenge and Resilience:	<p>The job holder will be required to apply resilience when dealing with emotions/challenges from pupils and/or staff on a regular basis.</p> <p>Ability to remain calm under pressure.</p>	<p>I</p> <p>I</p>		
Philosophy and Commitment:	<p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.</p> <p>An interest in educational issues.</p> <p>A personal commitment to lifelong learning and continuous professional development.</p> <p>Commitment to high standards, best value and continuous improvement.</p> <p>A commitment to inclusion so all pupils have access to a full Academy life</p>	<p>I</p> <p>I</p> <p>I</p>		

Personal Qualities:	Ability to be reflective and self-critical.	I		
	Enjoys working with young people.	I		

Responsibilities for Resources:

Line Management Responsibilities: Ensure effective liaison and communication with all colleagues as appropriate to ensure the needs of pupils and the Academy are met.

Financial Responsibilities: None. However, all post holders should ensure all work is carried out within budget and cost effectively

Physical Resources: The job involves direct responsibility for the handling and processing of highly confidential pupil information.

Ensure information processed is treated with the strictest confidentiality and discretion.

Responsible for safe use of resources as appropriate for role.

Responsibility for People:

Ensure effective liaison and communication with all colleagues as appropriate to ensure the needs of pupils and the Academy are met.

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 Pupil Outcomes:

The job involves a high direct impact on the well-being of groups of pupils.

The jobholder will contribute directly to Policy Development in relation to the Safeguarding Policy.

The job involves high direct impact on the educational outcomes of pupils.

Working Conditions:

The nature of the role requires the jobholder to be exposed to some environmental working conditions and/or highly sensitive and on occasion upsetting people related issues.

The post holder will be required to work on their feet most of the day.

Main Contacts:

The jobholder liaises with pupils, parents/carers, Curriculum Leaders, Teachers and staff within the Academy.

Characteristics of the post:

- The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking.
- The post holder will be subject to some exposure to disagreeable or unpleasant people related behavior.
- The post involves contact with young people which through their circumstances or behaviour may regularly place emotional demands on the post holder.

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Revised: May 2022

Signature of Postholder:

Date:

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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