Horbury Academy

Recruitment Pack



Welcome to Applicants

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

Horbury Academy is a thriving co-educational academy situated on the outskirts of Wakefield, serving approximately 1,100 young people aged 11-16. Horbury Academy is part of Place Partnership, a Multi Academy Trust established in 2026, which comprises 12 academies 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.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. We believe that every young person has unique strengths, and we are dedicated to helping them flourish. High expectations underpin our culture - from attendance and punctuality, to conduct, effort and engagement. By focusing on the small things that matter, we create a calm, purposeful atmosphere where pupils can thrive academically and personally. Our approach is shaped by the Key Character Virtues, Ambition, Compassion, Courage, Open-Mindedness, Resilience and Duty.

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 staff across the Trust.

Horbury Academy is a thriving, welcoming academy, described in our latest Ofsted report as having a positive culture, supportive atmosphere and high expectations.

We are keen to appoint like-minded, enthusiastic individuals who have a 'can do' attitude to all aspects of their role; and colleagues who enrich the lives of learners and ensure they are always at the centre of their thinking.

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 support and contribute to the academy's continued improvement, then we would be delighted to hear from you.

Yours sincerely,



Nicky Walker
Executive 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 Academy

- Horbury Academy is a mixed, 11-16 academy, situated on the outskirts of Wakefield.
- We are immensely proud of our academy, staff and pupils and strongly believe that all young people are entitled to experience the full breadth of education; reflected through our curriculum model that encourages learners to study a broad range of subjects.
- From securing academic success to securing success in extra-curricular activity, our staff are fully committed to ensuring that all pupils make the most of their time at Horbury Academy.
- Alongside our extensive curricular and extra-curricular offer, we provide excellent pastoral care for our students; tailored to their individual needs.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported during their time at the academy, allowing them to achieve their best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- Our environment and academy building is purpose built, under one roof, allowing for a unique community and supportive feel.
- The academy has very strong links with the local community in Horbury.
- Our facilities are used by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, and Phoenix Netball.



Staff Testimonials

In 2017 I came to the Trust as part of the Initial Teacher Training programme and I have been working at Horbury Academy since the start of the 2017/18 academic year. During my time here I have felt fully supported by my department and also the wider academy. This has allowed me to take advantage of plenty of great opportunities that have helped me develop as a teacher and enabled me to progress with my career as a teacher and a leader.

Tony
Curriculum Team Leader of English





I started working at Horbury Academy in the school's busy kitchen. An opportunity arose for the Science Technician role which I applied for and was successful! Working in the science department has given me many new skills as well as receiving first class training from experienced staff. I continue every day to develop and grow thanks to the academy.

Jayne
Science Technician

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SEN Administration Assistant

Location: Horbury Academy
Salary: Band D £22,401 to £22,757 per annum (actual salary)
Contract: 37 Hours Per Week, Term Time + 2 Inset Days
Start date: As Soon As Possible

About the Role

Horbury Academy is seeking to appoint a proficient, highly organised, and enthusiastic SEN Administration Assistant to join our dedicated SEND department. This is an exciting opportunity for an individual with excellent administrative and communication skills to play a key role in supporting the SENDCo and wider SEND team, helping to ensure that pupils receive the support they need to thrive both academically and personally.

The successful candidate will provide a high-quality and comprehensive administrative service to the SEND department, supporting the effective delivery of provision for pupils with special educational needs. Working closely with the SENDCo, Learning Mentors, teaching staff and external agencies, they will contribute to the development and implementation of efficient systems and processes that support the smooth running of the department.

Key responsibilities will include acting as the first point of contact for the SEND team, managing enquiries and correspondence, preparing support plans, and producing minutes and reports, ensuring all records are kept up to date and compliant with statutory and data protection requirements. The postholder will also be responsible for inputting, retrieving, and analysing SEND information through school systems, supporting the monitoring of pupil progress and provision.

The role requires a highly organised individual who can prioritise workloads effectively, work collaboratively with colleagues across the Academy, and maintain the highest levels of confidentiality.

About You

The successful candidate will be…

- Qualified to GCSE Grade C or above in English and Mathematics (or equivalent.)
- In possession of a recognised ICT and Typing qualification.

- Highly proficient in the use of Microsoft Office applications and computerised management systems.
- An excellent organiser with the ability to manage competing priorities and meet deadlines effectively.
- A confident and professional communicator, with strong verbal and written communication skills.
- Able to build and maintain positive working relationships with colleagues, managers, and external stakeholders.

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*

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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: Friday 20 November 2026 at 9.00am

Interviews are expected to take place: Week commencing 23 November 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.

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Role Description

SEN Administration Assistant

NJC Pay Range:	Band D
Responsible For:	N/A
Responsible To:	Line Manager

Main Purpose of the Post

- To provide administrative support to the SEN team and contribute effectively to ensure delivery of a high-quality administrative service.
- Provide administrative support to other teams at the Academy as may be required.
- To 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.

Key Areas of Responsibility

Special Educational Needs & CAF Duties

- Work flexibly with all members of the SEN team (SENCo, Learning Mentors, and teachers) to ensure a coherent approach to SEN takes place within the Academy.
- Provide an administration support service as directed by the SENCo.
- Support the work of the SEN team in maintaining a high-level administration service throughout the academy.
- Organise the diary in collaboration with the Special Educational Needs Co-ordinator.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies including:
  - Taking telephone calls and acting as the first point of call for the SEN team.
  - Drafting replies to letters and enquiries.
  - Filing for SEN casework.
  - Reprographics in support of the SEN team.
- Maintain the SEND disabilities list.
- Provide a typing service as required with accurately typed information e.g. pupil disclosures, minutes of meetings etc.
- Produce invitations to Annual Reviews and other meetings.
- Provide administrative support as appropriate, including preparing statements, profiles and additional reports e.g. EHC plans/My Support plans etc.
- Input, retrieve and analyse SEN information using the appropriate systems.
- Ensure that confidentiality is observed at all times and abide by the Data Protection Act.
- Ensure the safe disposal of confidential waste.
- Prioritise workload to ensure the completion of work to specific deadlines.
- Collate individual feedback for students on the SEN list and prepare them for reviews.
- Contact curriculum departments to request particular information (schemes of work, pupil progress information etc)
- Update support timetables for pupils (EHCP pupils).

- Work collaboratively with the SEND staff.
- Support the SENCo/Examination Officer with access arrangements & examinations for students with SEN, mainly the pairing of pupils in KS3, 4 & 5 with appropriate staff.

General Duties

- To provide general administrative support to other teams across the academy as may be required.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head of Academy from time to time, in consultation with the post-holder and post-holders Line Manager.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

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.

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Role Description
Supplementary Information

NJC Pay Range:	Band D

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 pupils and other adults within the Learning 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.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

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.

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Person Specification

SEN Administration Assistant

	Essential	Desirable
Qualifications and Training	• Educated to GCSE Grade C or above in English and Mathematics (or equivalent.) • RSA or equivalent Level 2 Typing. • Recognised ICT qualification (e.g. ECDL or RSA.)	
Experience, Knowledge and Understanding	• Excellent knowledge of Microsoft Office software – Excel, Word and Outlook, and computer-based management information systems. • Understanding of the Data Protection and Freedom of Information Acts. • Understanding of the importance of Equal Opportunities and Health and Safety at Work. • Sound understanding of the issues surrounding the safeguarding of children and commitment to child safety and welfare. • Awareness of child protection procedures.	• Knowledge of and interest in Secondary School Education. • Knowledge of SEN issues and statutory requirements. • Working within an educational setting.
Skills and Attitude	• Excellent organisational and time management skills. • Excellent communication skills and the ability to relate to people at all levels. • Excellent customer service skills.	
Personal Qualities and Attributes	• Self-motivated and ability to work on own initiative in addition to working effectively as a team member. • Ability to take a pro-active approach to strict deadlines. • Ability to carry out all tasks with accuracy and attention to detail. • Ability to remain calm under pressure.	

	• Willingness to work with pupils and assist team colleagues to support them as required. • Appreciation of the need to maintain the strictest confidence. • Willingness to work flexibly, particularly during busy periods.	
Commitment	• Commitment to ongoing personal training and development.	

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*

Signed:.....

Date:.....

Horbury Academy

Place Partnership

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