



OSSETT ACADEMY

RECRUITMENT PACK



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DEAR APPLICANT

Thank you for your interest in Ossett Academy and Accord Sixth Form. 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 at Ossett Academy we have an excellent track record of high levels of student achievement in the context of a broad and balanced curriculum, which we are incredibly proud of; we also offer and actively encourage our students 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 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 on-going 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 to 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 and Middlestown Primary Academy as part of the 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 the 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.

Your sincerely,



Samantha Broome
Principal

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 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 mind-set for success;



Dynamic and reflective learning communities

Our vision and key principles are underpinned by the highest expectations on 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?

The Accord Multi Academy Trust is a Wakefield based Trust; all four 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, sporting groups currently include a running club and weekly staff football matches.



“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

Dan
Director of Mathematics



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



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.

Other Reward Gateway benefits include:

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

In addition to the above, 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 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.

WHY WORK AT OSSETT ACADEMY?

- Ossett 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 is a dynamic learning community that promotes enjoyment, opportunities and friendship.
- We aim to promote excellence by inspiring students to realise their full potential, achieve high standards and have the courage to accept new challenges.
- We are a hugely committed body of staff, all working together to maintain a safe, caring and healthy environment for all which creates hopes, dreams and aspirations.
- We aspire for all our pupils to develop as life-long learners with the skills and determination to succeed in an ever changing technological world.
- We support all our pupils with the skills and learning opportunities to become responsible members of a local, national and international community who promote equality and respect and understand the value of our environment and its future.





"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

Ben

Teacher of PE &
Post-16 Head of Year



"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!"

Lyndeale

Curriculum Leader Art,
Design & Technology



ADVERT

ASSOCIATE TEACHER

Scale 5, £18,734 to £20,530 per annum (actual salary)
32.5 Hours Per Week, Term Time Only + 5 Insets
Permanent, To Start As Soon As Possible

Are you looking for your next challenge? Do you want a varied and interesting role, which stretches you as an individual? If so, then Ossett Academy & Accord Sixth Form are seeking to appoint to the role of Associate Teacher.

The Academy needs an enthusiastic individual with the creativity and passion for education to provide cover for classes in the absence of teachers as and when required across the whole curriculum through Years 7 to 13, and who can create an enriching and orderly environment in which students can learn. Successful candidates will also be required to utilise specialist skills for activities which enhances the learning and progress of students in subject areas.

The successful candidate will be qualified to a 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.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit prior to applying. 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).

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who 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 encourage prospective applicants to visit prior to applying. 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 282748.



Closing Date: Friday 23 June 2023 at 9.00am

Interviews likely to be held: week commencing 26 June 2023

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 Title: ASSOCIATE TEACHER	Grade: Scale 5
Department: COVER	Accountable to: SLT
Contract: 32.5 hours per week, Term Time Only + 5 INSET Days	Responsible for: N/A

Overall Purpose of the Job:

- To provide cover for classes in the absence of teachers as and when required across the whole curriculum through Years 7 to 13.
- To utilise specialist skills for activities which enrich the learning and progress of pupils in subject areas e.g. subject intervention.
- Assist in specific departments with tasks as designated by the Curriculum Team Leader e.g. creating learning resources and assessing pupils' work and giving feedback.
- To participate in partnership working with other schools and academies.
- To offer in lesson support to pupils as and when needed e.g. pupils 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 pupils.

Responsibilities:

- To provide cover for classes in the absence of teaching colleagues and create a purposeful and orderly environment in which pupils can learn.
- Direct and supervise pupils 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 pupils in subject areas e.g. subject intervention, work with small groups of pupils.
- Play a key role in supporting teaching colleagues to raise levels of achievement for all pupils.
- Provide in-lesson support of pupils who have specific needs, for example access arrangements.
- Support pupils in using resources, e.g. ICT
- Select and prepare learning resources necessary to lead learning activities, taking account of pupil'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 PYL's 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 pupils and assessing pupils' 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 may be required.
- To carry out lunch and/or break duties as determined by the staff rota.
- To attend meetings as and when required.
- Analyse data and reports as may be required, contributing to feedback for parents.

General Academy Responsibilities:

- 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 pupils, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information

- 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.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

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.

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

Competency	Essential	MOA	Desirable	MOA
Knowledge/ Qualifications:	GCSE or equivalent in English and Maths at Grade C or above	A/C	HLTA Qualification	A/C
	Qualified to Degree Level in a specific subject specialism which fits with the curriculum needs of the academy.	A/C/I		
Experience:	Proven experience of working with young people in an educational environment	A/I/R		
	Experience of leading work with small groups and/or one to one working with young people.	A/I		
	Experience of handling conflicting situations and ability to have authority in classroom situations.	A/I		
Skills:	Knowledge of relevant policies/codes of practise and legislation.	A/I		
	Knowledge of the issues surrounding the safeguarding of children and commitment to child welfare and safety	A/I		
	Knowledge of child protection procedures	A/I		
	Understanding of the Curriculum and other basic learning programmes	A/I		
	Awareness of statutory frameworks relating to teaching	A/I		
	Excellent behaviour management skills	A/I		
	Excellent communication and inter-personal skills with ability to adapt these skills to suit a wide range of pupils and colleagues	A/I/R		
	Ability to use own initiative and work independently	A/I/R		
	Ability to relate to pupils and parents in a sensitive manner	A/I		
	Ability to lead, organise and motivate	A/I		
	Ability to establish effective working relationships with colleagues and agencies	A/I		
	Ability to demonstrate a flexible attitude towards team working and to be able to contribute to the effective working of a team	A/I		
	Ability to manage a range of tasks efficiently and apply effective organisation skills	A/I		
	Ability to remain calm under pressure	A/I		
Ability to operate effectively when liaising with different groups and colleagues at all levels	A/I			

	Ability to use a range of ICT applications (e.g. Word, Excel, Outlook, SIMS)	A/I		
Behaviour and other related characteristics:	Diplomacy and discretion and the ability to appropriately manage confidential information	A/I		
	Proven ability to work as a team member to achieve goals in effective co-operation	A/I		
	To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	A/I		
	Commitment to own personal development and learning	I		

Responsibilities:

Line Management Responsibilities: N/A

Financial Responsibilities: 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.

Responsibility for People: Jobholder has a direct impact on the education and of pupils.

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 jobholder has an indirect impact on pupil outcomes through the job role.

Working Conditions: 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 these sessions and the replacement CPD Sessions that are set in lieu of INSET days.

Personal Contacts

External: Parents/carers and external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Pupils, staff, and visitors.

Characteristics of the post:

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 Completed: October 2021

Signature of Jobholder:

Date:

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



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