



HORBURY ACADEMY

RECRUITMENT PACK



DEAR APPLICANT

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.

I have enormous pleasure in inviting you to consider joining Horbury Academy and becoming part of a team of staff committed to the pursuit of excellence.

We are keen to appoint individuals who have vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

We believe that outstanding staff, not only teaching staff but support staff as well, are the key to our success. We see all staff as key members of our team. We are looking to appoint someone who recognises the importance of their contribution to our learning community.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form College, 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 all 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 staff and pupils access to an even better range of opportunities in order to achieve excellence.

Horbury is a happy academy and we are keen to appoint like-minded individuals who have a positive outlook, a 'can do' attitude to all aspects of their role; and who enrich the lives of learners and ensure they are always at the centre of their thinking.

I am extremely proud to lead Horbury 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 be delighted to hear from you.

Yours sincerely,



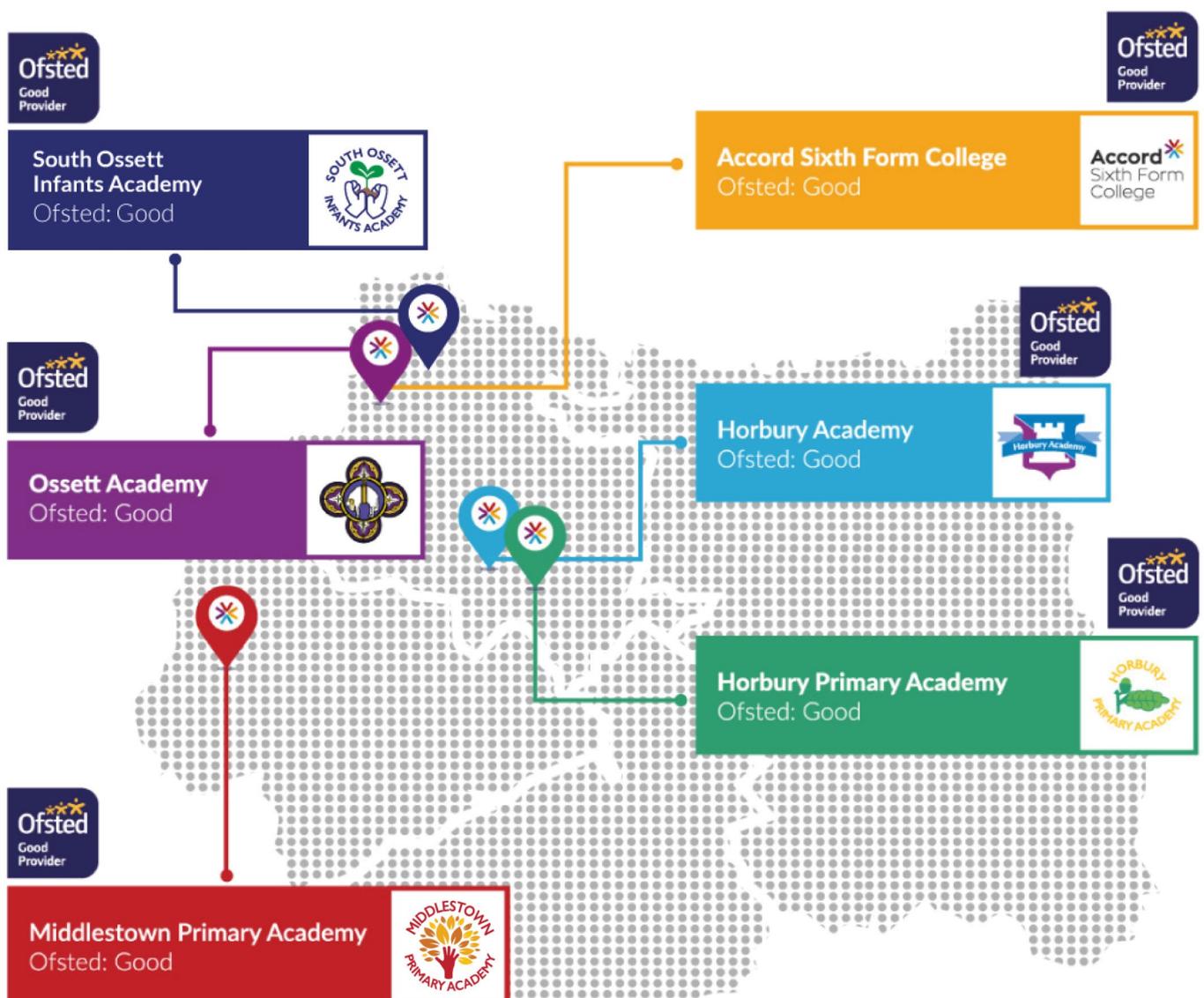
Nick Ash
Head of Academy

ABOUT THE TRUST

The 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.

Accord Multi Academy Trust is currently working through the legal transfer process to merge with Maltby Learning Trust and create a brand-new entity, Place Partnership Trust, which is anticipated to formally launch in September 2026.

Place Partnership represents the unification of two established and respected education providers with shared values, strong regional reputations, and a commitment to improving life chances for children and young people across South and West Yorkshire. With complementary strengths, a track record of school improvement, and aligned visions, the new Trust is positioned to create a more resilient, future-focused partnership that enhances educational outcomes, professional development and community engagement.



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 Programme—providing 24/7 access to trained counsellors
- Salary Sacrifice Schemes—including Cycle2Work and SmartTech Schemes (*eligibility restrictions may apply*)
- Access to a wellbeing centre and WISDOM app

Another exclusive benefit for all colleagues is access to a Corporate Paid Health Care Cash Plan through Westfield Health. This provides access to valuable health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical, dental care and therapy treatments. This plan also provides 24/7 access to a GP Service for employees and their dependants through Doctorline.

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 generous 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](#).



Accord Rewards

We partner with Reward Gateway, who provide our employees with access to a range of retailer discounts, cashback schemes, 24/7 access to support through an Employee Assistance Programme and salary sacrifice schemes, including Cycle2Work and SmartTech.

Our Westfield Health partnership gives employees access to a range of Health & Wellbeing Services, the ability to claim back healthcare costs and 24/7 access to a GP service.



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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“I have the benefit of working between the Trust and our academies, so I get to see the whole vibrant spectrum of school life across Accord. Although I am in a non-teaching role, working in education is a truly rewarding and unique experience. Knowing that the work I do is part of a wider commitment to ensuring young people thrive and succeed is extremely fulfilling. I have been given opportunities to lead, and I have always been made to feel that my voice matters.”

Sophie

Communications & Marketing Lead

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“I originally commenced in the Trust Central Team and was later promoted to Assistant Accountant and given the opportunity to complete my Level 7 Accountancy qualification through an apprenticeship. I wouldn't be finding my apprenticeship nearly as enjoyable or successful without the support I receive from my line manager and colleagues. I thrive on opportunities to further my understanding in what I have learnt. Executing my learning through my daily work gives me a sense of satisfaction. I am given dedicated study time and advice on how to further my professional image within the organisation and gaining that final qualification at the end of this journey.”

Darren

Assistant Accountant



WHY WORK AT HORBURY ACADEMY?

- Horbury Academy is a mixed 11–16 academy, situated on the outskirts of Wakefield. The school was founded in 1963 as Horbury Secondary School.
- Our new build was constructed in 2009, with purpose-built facilities which include ramp and lift access throughout, as well as accessible toilets.
- Our site offers several areas aimed at pupils with SEND, whether they require one-to-one/small group tutoring, or simply a safe space to regulate. Our academy aims to be fully inclusive for all pupils and staff members.
- 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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"In 2017 I came to the Trust as part of the Initial Teacher Training programme and have been working at Horbury Academy since the start of the 2017/18 academic year. During my time at Accord 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 develop me as a teacher and enabled me to progress with my career as a teacher and a leader."

Tony

Curriculum Team Leader of English



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"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



ADVERT

CAREERS MANAGER

Scale 6, £27,301 to £29,341 per annum (actual salary)

37 Hours Per Week, Term Time Only + 5 Insets

To Start As Soon As Possible

Horbury Academy are seeking to appoint an outstanding Careers Manager to ensure all pupils and students receive an exceptional Careers curriculum offer. The successful candidate will provide impartial Careers Advice and Guidance and excellent opportunities for work experience.

This is a key strategic role, working across the Academy to ensure that every pupil receives outstanding, impartial careers guidance and meaningful encounters with education, training and employers which enables them to make informed choices about Post 16 destinations and go on to lead successful and fulfilling lives.

This is an extremely rewarding, demanding and varied role, the successful candidate should possess excellent interpersonal skills and be able to establish relationships with staff, parents, pupils and external agencies. The successful candidate ideally will have experience working with children and young people and will be able to build rapport with pupils.

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 Horbury 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. Prospective applicants are welcome to visit prior to applying.

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).

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 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 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.

Prospective applicants are welcome 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 20 March 2026 at 9.00am

Interviews are expected to be held: week commencing 23 March 2026

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: Careers Manager	Grade: Scale 6
Department: Careers	Accountable to: Associate Assistant Principal, with senior leadership responsibility for Careers
Contract: Term Time Only + 5 INSET Days	Responsible for: Careers Curriculum

Overall Purpose of the Job:

To ensure that all students receive an exceptional Careers curriculum offer, including good quality Work Experience and impartial Careers Advice and Guidance, which enables them to make informed choices about Post 16 destinations, and go on to lead successful and fulfilling lives.

Responsibilities:

- To be responsible for the delivery of the Academy work experience programme and work-related learning
- To be responsible for the delivery of the Academy's independent impartial Careers Advice and Guidance service
- To support the Senior Leader to ensure the Academy continues to meet the 8 Gatsby benchmarks
- To support the Senior Leader with the achievement of the National 'Quality in Careers' Award
- To support the coordination of CEIAG across the academy, including the mapping and sequencing of Careers assemblies, events and 'Living in the Wider World' PSHE lessons.
- To raise aspiration and support students at risk of becoming NEET at Post 16.
- To ensure the academy is adhering to the statutory guidance for careers guidance and access for education and training providers
- To create and maintain the termly Careers KPI document for Leaders and Governors, including Post 16 destination data.

Other Considerations Relevant to the Role:

- To work from an identified Accord Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.

Standards and Expectations:

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility. Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- 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, 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 keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.

- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high-performance culture.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors 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 other duties and reasonable requests that are in keeping with the requirements of this post.

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

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
Knowledge/Qualifications:	<ul style="list-style-type: none"> GCSE English and Maths A* - C or equivalent. To hold or at least be working towards, a 'Diploma' in Careers Guidance or Qualification in Careers Guidance to Level 6, or other recognized and relevant Level 6 qualification or equivalent. Evidence of further study and CPD related to Careers Guidance and Work Experience. 	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> To be educated to degree in relevant subjects. To be on the CDI UK Register of Career Development Professionals. Driving License 	<p>A</p> <p>A</p> <p>I</p>
Experience:	<ul style="list-style-type: none"> Experience of delivering impartial Careers Advice and Guidance meetings to students. Experience of leading projects/initiatives in a whole school setting. Successful experience of managing areas and projects. Experience relevant to the role. Experience of working with children and young people (in a paid or unpaid role) 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Experience of planning and organising work experience in a college or school. Experience of using Careers platforms such as 'Unifrog'. 	<p>A/I</p> <p>A/I</p>
Skills:	<ul style="list-style-type: none"> Knowledge of the content, structure and processes of the role. Able to represent the school on or off site and understand the importance of the school within the community. Able to provide a high level of customer service to pupils, staff and parents. Communicate effectively with students, parents and other colleagues at all levels orally and in writing. Able to monitor and evaluate procedures effectively. Work under pressure. Organise and develop effective systems. Relate to young people. Use initiative and work independently. Work to high levels of accuracy. 	<p>A/I</p>	<ul style="list-style-type: none"> Knowledge of the university admissions system. A working understanding of the full range of career opportunities for students, including apprenticeships and degree apprenticeships. 	<p>A/I</p> <p>A/I</p>
Behaviour and other related characteristics:	<ul style="list-style-type: none"> Ability to communicate effectively and concisely. Ability to build effective working relationships with students and colleagues. Innovative and creative in developing solutions. Humour, optimism, and ambition. Commitment to diversity and equality of opportunity in all working practices. Equal opportunities for all members of the school community. A good attendance record in current employment, (not including absences due to disability). A record of reliability and integrity. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		

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: February 2026

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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