



RECRUITMENT PACK



Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in the Re-Engagement Facilitator post at the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities and skills to apply for the position.

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 vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff. It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust.

If you feel that you have the right skills and qualities to support and contribute to the Trust, and this exciting development in our provision, then we would like to hear from you.

Yours sincerely,



Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education



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 committed to providing world class education for all 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.

As a Trust we are committed to provide the following benefits for all our employees:

-
- The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
-
- A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
-
- An opportunity to collaborate with other colleagues across academies within the Trust, and with other academies and Multi Academy Trust's on a regional basis. Formal opportunities arising from collaboration provide:
 - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
 - Opportunities to lead on developments as a stepping stone to further career opportunities.
-
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for both teaching and associate staff, and continues to subscribe to local holiday patterns within the local authority of each academy.
-
- All employees have the opportunity to access a pension scheme.

- 
-
- A range of benefits for employees working for the trust to include:
 - Discount rates for self and family members for mobile phone benefits secured through a national network provider;
 - Corporate discount rates in terms of private Health Care;
 - A range of local discount benefits across health, beauty, legal and entertainment providers;
 - The provision of a cycle to work scheme;
 - Free fitness suite access at one of the academies within the trust.
-

ADVERT



Re-Engagement Facilitator

37 Hours per week, Term Time + 5 Insets

Scale 6 £21,076 - £22,813 actual salary

The Accord Multi Academy Trust are looking to appoint to the new post of Re-Engagement Facilitator. The role will support the Alternative Provision Manager in development and implementation of the Trust's alternative provision. The successful candidate will support the most vulnerable students accessing alternative provision, will promote a learning environment which supports high expectations, and deliver bespoke provision to the needs of individuals / cohort groups. Experience in an educational setting or a teaching role would be beneficial.

If you feel you have the right skills, experience and initiative to make a real difference with our most vulnerable students we would like to hear from you.

For an informal discussion about this position or to arrange a visit please contact hr@accordmat.org.

Closing Date: Tuesday 10 December 2019 at 9.00am

Interviews will take place on: Friday 13 December 2019

The application form and recruitment pack is available to download at:
<http://www.accordmat.org>

Please return your completed application form to hr@accordmat.org

CV's will not be accepted.

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 DESCRIPTION

Job Title: RE-ENGAGEMENT FACILITATOR	Grade: Scale 6
Department: INCLUSION	Accountable to: ALTERNATIVE PROVISION MANAGER
Contract: 37 HOURS PER WEEK, TERM TIME ONLY + 5 INSETS	Responsible for: N/A

Overall Purpose of the Job:

- Supporting the most vulnerable students accessing the alternative off-site provision.
- Promoting a learning environment which supports high expectations.
- Promoting and safeguarding the welfare of children and young people.

Re-engagement responsibilities:

- Deliver bespoke provision to the needs of individuals / cohort groups.
- Monitor and assess students' needs and respond accordingly.
- Ensure that provision mapping for students / cohorts is reviewed on a regular basis to ensure appropriate level of support and clear re-integration pathways.
- Develop packages of work or interventions to meet the needs of the cohorts, both academically and social and emotional needs.
- Deliver bespoke packages of work/ qualifications to groups of students at Key Stage 3.
- Promote and support a culture which encourages ideas and contributions from others within a distributed leadership framework.
- Liaise with the senior colleagues within the Academies to plan, develop and deliver a curriculum for KS3 to ensure an appropriately broad, balanced and inclusive curriculum for vulnerable students whilst ensuring best outcomes.
- Ensuring resources are adapted to suit the needs of all students to enable inclusive learning opportunities for all students.
- Effectively manage the behaviour of vulnerable students to prevent exclusion and disaffection from mainstream and alternative provision.
- Liaise with Personalised Learning Mentors to ensure effective return to mainstream education.
- Complete the CAF, TAC and CIN process as a lead professional and to support / facilitate multi agency and in house interventions.
- Ensure all SEN needs are met and further interventions are sign posted / actioned.
- Attend multi-agency/ SEND meetings to ensure information sharing is robust and needs are met.
- Ensure students within specific cohorts have current PSPs and Home School Agreements and that these are communicated to relevant staff.
- Ensure assessments for entry and exit from the provision is completed.
- Champion best practice, demonstrating leadership qualities necessary to command respect and encouraging commitment to raising standards.
- Maintain personal visibility during non-structured time.
- Ensure that the re-engagement team supports the Trust's implementation of all current statutory requirements, e.g. Equality Act, Access to Work, SEN, and Child Protection.
- Developing and maintaining excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Accord Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the Trust with courtesy and consideration.
- Be aware and comply with all Trust policies at all times.

- In conjunction with line manager, take responsibility for personal professional development, keeping up to date with research and developments in pedagogy which may lead to improvements in teaching and learning.
- Continue the development and implementation of multi-agency work across the Trust.
- Develop and maintaining excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve.
- Being familiar with and meeting the National Standards for Special Educational Needs Specialists
- Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
- Be responsible for promoting and safeguarding the welfare of children and young people.

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	QTS	A/C/I
	Knowledge of Absence and Attendance protocols and policies	A/C/I	Designated Safeguarding Lead Training	A/C
	Knowledge of Child Protection and Safeguarding Procedures	A/I		
	A recognised vocational qualification (NVQ level 4) or equivalent and/or equivalent practical work experience (working with challenging or vulnerable students)	A/I		
	Strong GCSE or A Level qualifications in at least one mainstream curriculum subject	A/I		
Experience:	Relevant experience working with vulnerable and disengaged young people in an educational setting	A/I/R	Working within a school and team environment	A/I
	Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	A/I	Teaching or tuition experience	A/I
	Working within a partnership context, including co-ordinating collaborative activities and plans	A/I		
Skills:	Ability to deliver national curriculum subjects and lesson plans to small groups of students	A/I/R		
	Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	A/I		
	ICT skills to produce quality reports and documents	A/I		
	Able to communicate effectively both orally and in writing with a wide range of people	A/I		
	Ability to work as part of a team	A/I		
	Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	A/I		
	Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	A/I/R		
	Ability to work well under pressure and to respect sensitive and confidential work	A/I/R		
	Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	A/I/R		

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: N/A

Physical Resources: Responsibility for processing, storing and creating of highly sensitive and confidential information in relation to students and job role.

Responsibility for People: Jobholder has a direct impact on the wellbeing of students in relation to safeguarding, re-integration, and inclusion pathways.

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 Student Outcomes:

The jobholder has a direct impact on student outcomes through the job role.

Working Conditions:

The nature of the job role will mean the job holder will be subject to disagreeable working conditions including potential abuse from students and/or parents/carers. The job holder will be required to apply resilience to the emotional demands placed on them as a result of job role on a frequent basis.

This post is term time only plus 5 Inset Days.

The post holder may be required to travel and work across multi-sites at member academies and central offices.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, parents 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: November 2019

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.

