



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.

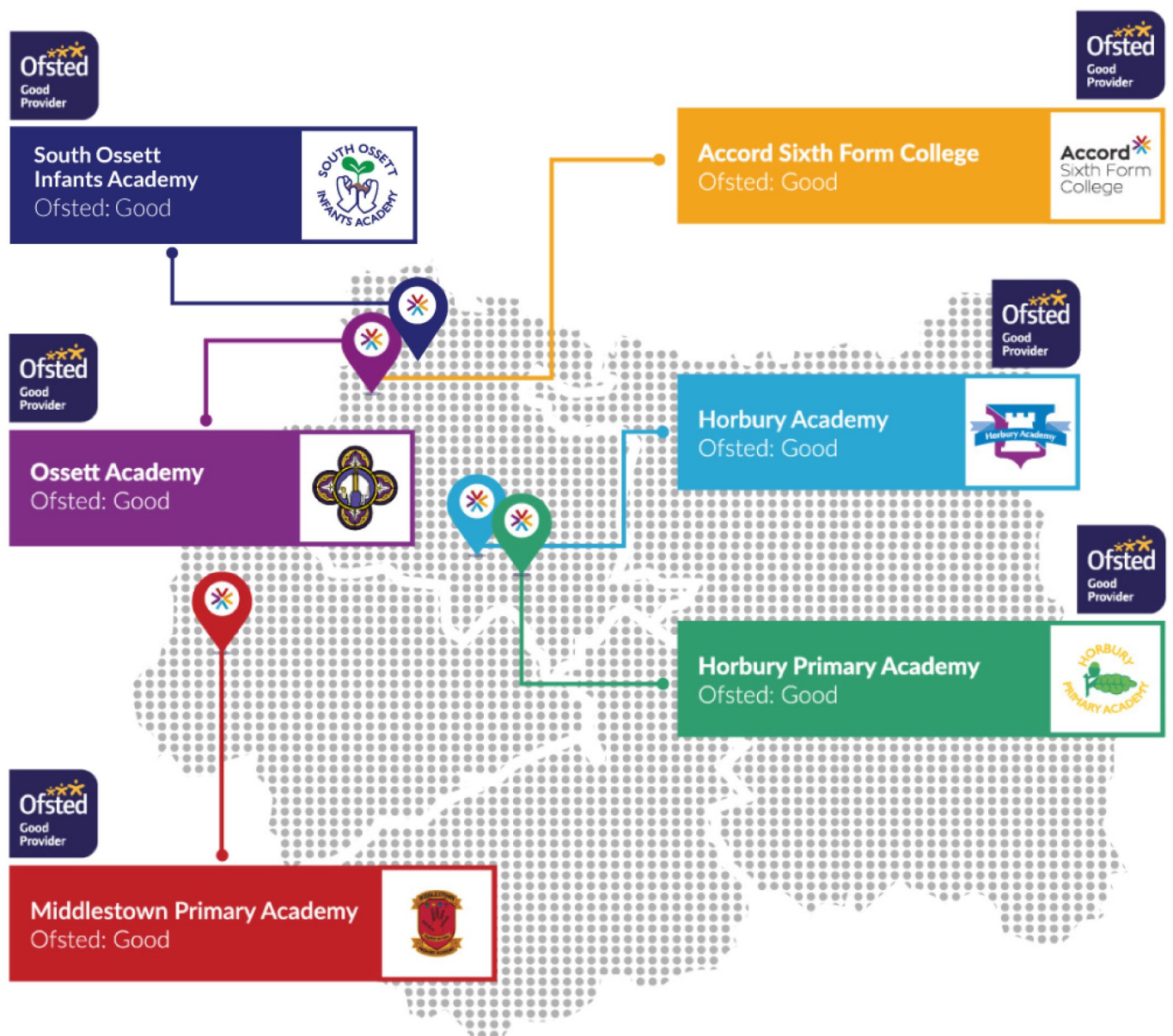
Yours sincerely,



Emma Anderson
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

HEALTHCARE ASSISTANT

Scale 3, £21,298 to £21,636 per annum (actual salary)

Full Time, 37 Hours Per Week

Term Time Only + 5 Inset Days

To Start As Soon As Possible

Ossett Academy and Accord Sixth Form are seeking to appoint a full time Healthcare Assistant to provide first aid, medical and health care support to pupils on a daily basis.

The successful applicant will be required to have the ability to apply emotional resilience on a day-to-day basis, dealing with pupils and parents/carers, where required. Successful candidates must be able to communicate effectively with all colleagues and pupils alike. This role represents a great opportunity within a friendly, positive and professional academic environment. The successful candidate may also be required to work flexibly across the Trust.

The role will take daily responsibility for the provision of first aid treatment to pupils and as required, staff and visitors. As part of the role, you will also take responsibility for the provision of prescribed medicine to pupils diagnosed with medication conditions in line with their agreed care plans.

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 the 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. 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 \(accordmat.org\)](#)



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 921213**.

Closing Date: Monday 11 November 2024 at 9.00am

Interviews likely to be held: week commencing 11 November 2024

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: Healthcare Assistant	Grade: Scale 3
Department: Student Services	Accountable to: Assistant Principal
Contract: Permanent, Term Time Only plus 5 Insets	Responsible for: N/A

Overall Purpose of the Job:

- Provide first aid, medical and health care support to students on a daily basis and to staff as required.
- Provide cover at the Student Support Service reception desk during times of absence.
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- Support SEN Students with Toileting, Physiotherapy and any other health care needs

Key Areas of Responsibility:

First Aid Responsibilities:

- Take daily responsibility for the provision of first aid treatment to students and as required, staff and visitors, ensuring first aid supplies are well maintained and evenly distributed across the academy, seeking advice from the PA to the Headteacher as First Aid budget holder.
- Take daily responsibility for personal and intimate care of SEN Students requiring support.
- Take daily responsibility for the provision of prescribed medicine to students diagnosed with medication conditions, for example, student with epilepsy, diabetes etc., in line with the agreed care plan.
- Work alongside the Academy Nurse and Physiotherapist to agree and deliver appropriate care plans for students with medical needs, liaising with the SENCO for these students with additional needs.
- Record all accidents relating to students, reporting to the Duty Manager or SLT in serious cases, when an accident may need reporting under RIDDOR.
- Liaise with parents as required if a child has suffered an injury because of an accident around the Academy. (NB It is the responsibility of the classroom teacher should the accident have occurred during lessons).
- Produce a monthly health and safety report under the guidance of the Business Operations Manager.
- Provide regular reports with guidance from line manager, for the Senior Leadership Team.

Administration Responsibilities:

- Undertake student reception duties, answering routine telephone calls and dealing with a wide variety of requests throughout the day from students (e.g. issue ties, equipment, and answer general queries) when providing cover for absence of the Admin Team.
- Take and relay messages for students, assessing when an urgent response is required or a Senior Leader needs to be informed.
- Ensure lost student property is stored until removal is approved by the Business Operations Manager.
- Maintain manual and computerised first aid and physiotherapy records in a timely manner.
- Undertake clerical duties including operating office equipment e.g. photocopier, fax, franking machine, as required.
- Keep the student reception area orderly, tidy and safe in order to ensure a warm welcome for all.

Care, Guidance and Support Responsibilities:

- Liaise with the Immunisation team regarding immunisations for students.
- Be aware of and support difference and ensure equal opportunities for all.

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 team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

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

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications:	GCSE in Maths and English at Grade C or above. First Aid qualification	A/I	Database Management	A/I
Experience:	Relevant experience of working as a Receptionist, dealing with the public/customer service. Experience of providing first aid provision.	A/I	Experience of delivering care including physio and personal and or intimate care.	A/I
Knowledge and Statutory Requirements	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people. Knowledge of child protection. Knowledge in the administration of prescribed medicines. Must be able to assess urgency of any given situation, on a daily basis, to ensure a satisfactory outcome is achieved for the Academy, students, parents/carers, and staff.	A/I		A/I
Planning, Organisation and Mental Challenge:	Ability to apply emotional resilience on a day to day basis, dealing with students and parents/carers, where required.	A/I		
Interpersonal & Communication:	Excellent interpersonal and communication skills will be required	A/I		
Physical Skills and Demands:	The jobholder will be required to use a keyboard to accurately input information with speed, precision and accuracy. The jobholder will be able to refer any difficult problems for solution to a Line Manager. Although this role is office based, the jobholder may be required to attend to students who are wheelchair users, aiding students to walk, toileting and physio, etc.	A/I		

Initiative & Independence	Ability to work using own initiative, be able to resolve problems where possible.	A/I		
Emotional Challenge and Resilience:	The jobholder may be required to apply resilience when dealing with emotions/challenges from students and/or staff on a regular basis	A/I		
Philosophy and Commitment	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</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>Commitment to inclusion so all students have access to a full Academy life</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
Personal qualities:	<p>Ability to be reflective and self-critical</p> <p>Proactive and self-motivated</p> <p>Flexibility, creativity and ability to think laterally</p> <p>Resolution and problem solving.</p>	I		

Responsibilities

Responsibility for People:

The job involves considerable direct impact on the well-being of students through implementing first aid regulations which have a direct impact on the health, safety and wellbeing of students.

Responsibility for Policy Developments:

The jobholder will give advice and guidance in relation to policies regarding medication in the academy and other policies in relation to student support.

Responsibility for Student Outcomes:

This job involves limited impact on the educational outcomes of students.

Working Conditions:

Flexibility to work outside of normal hours when required, to suit the needs of the Academy, and as agreed with the line manager from time to time.

Main Contacts:

The jobholder works in an environment which there is some exposure to student/parent/carer related issues on a daily basis.

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: January 2022

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.



Ossett Academy
Storrs Hill Road
Ossett
West Yorkshire
WF5 0DG

Email: enquiries@ossett.accordmat.org
Telephone: 01924 232820
ossett.accordmat.org