

# HORBURY ACADEMY RECRUITMENT PACK





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# DEAR APPLICANT

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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 join 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 on-going development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form, 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 all 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.

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 colleagues 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 students 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.

**Nicola Walker**

Principal



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## ABOUT THE TRUST

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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, a staff choir; sporting groups currently include a running club, and weekly staff netball and football matches.

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*“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

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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 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 provide the following benefits for employees:**

- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trust's on a local or 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;
- Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
- Opportunities to lead on developments as a stepping stone to further career opportunities.
- 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).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for 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.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.

“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. Thank you will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people's lives.”

**Diane**  
Teacher of  
Mathematics

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

**Jayne**  
Science  
Technician

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# ADVERT

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## Teacher of Design & Technology

MPR/UPR

Full Time /Permanent, Required for Easter 2020

Horbury Academy is seeking to appoint an inspiring and dedicated Teacher of Design & Technology. The successful applicant will be enthusiastic and innovative, with demonstrable resilience, vision and energy. Skills or experience in an Engineering capacity are desirable.

Applications are welcomed from teachers across the experience range: we offer an extensive programme of academy and Trust CPD, to help you grow and develop as an excellent practitioner - whether NQT or more experienced. If you have the vision and skills to deliver inspirational teaching whilst having the focus and drive to ensure successful outcomes are reached we'd love to hear from you.

Horbury Academy is part of the Accord Multi Academy Trust which 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.

Talk to our staff or pupils and you will find out how proud we are of our unique academy, its supportive atmosphere and strong team ethos. We're more than happy to show prospective applicants around, and encourage interested candidates to visit and see what makes us great! Contact the HR team on 01924 668930 or [hr@accordmat.org](mailto:hr@accordmat.org) and we'll make the arrangements or would be happy to answer any other questions you may have.

For more details, or if you're ready to apply, visit our website at <https://horbury.accordmat.org/recruitment/> where you will find the application form available to download.

Please return completed application forms to the Accord HR Department at [hr@accordmat.org](mailto:hr@accordmat.org) or to Accord HR Department, Storrs Hill Road, Ossett, WF5 0DG.

**Closing date for applications is Friday 21 February 2020 at 9.00am.**

**Interviews will take place w/c 24 February 2020.**

Horbury Academy is committed equal opportunities and to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service check.

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# JOB DESCRIPTION

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<b>Post</b>	Subject Teacher
<b>Reporting to:</b>	Curriculum Team Leader / Head of Department
<b>Salary:</b>	Main Pay Range / Upper Pay Range
<b>Job Purpose:</b>  Carry out the professional duties of a teacher in accordance with this job description, the Academy's Career Stage Expectations and the range of professional duties as set out in the School Teachers Pay & Conditions Document.  To deliver the national curriculum and raise attainment predominantly in your specialist subject(s) across the age and ability range of students and contribute to the curriculum and the development of the Academy.  Promote achievement of high standards through effective teaching and learning within your specialist subject(s) area, preparation, evaluation and action planning.  To undertake the role of form tutor, provide timely communications to students in form group and offer advice and guidance.	
<b>Teaching and Learning:</b> <ul style="list-style-type: none"><li>• Provision of effective teaching of class groups and individuals so that teaching objectives are met, challenging lessons are provided and effective use of teaching time is made.</li><li>• Ensure appropriate teaching methods are used to keep students engaged, using a variety of teaching and learning styles, clear presentation and excellent use of resources.</li><li>• Adapt teaching and learning methods as appropriate to individuals or groups of students to ensure all students progress in their learning and their needs are met.</li><li>• Keep up to date with developments in the curriculum area and education in general.</li><li>• Continue to develop teaching methods and lesson plans to ensure they enshrine best practice and encompass the needs of all students.</li></ul>	
<b>Monitoring, Evaluation and Assessment:</b> <ul style="list-style-type: none"><li>• Ensure that individual student progress is regularly assessed, recorded, reported</li></ul>	

<p>and used to inform future teaching.</p> <ul style="list-style-type: none"> <li>• Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.</li> <li>• Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress to ensure that students know their current level of achievement and is expected in order to raise their level of achievement.</li> </ul>
<p><b>Relationships with colleagues, parents/carers and wider community links:</b></p> <ul style="list-style-type: none"> <li>• Maintain positive relationships with parents and carers, calling parents/carers as deemed necessary regarding student progress or if there are health and welfare concerns.</li> <li>• Liaise with Curriculum Leader/Head of Department and/or Learning Leader as appropriate.</li> <li>• Attend Parents Evenings to keep parents informed of progress and contribute to accurate student reports.</li> <li>• Establish effective working relationships with colleagues and other professionals.</li> </ul>
<p><b>Training &amp; Development &amp; Extra-Curricular Activities:</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for personal continuous professional development, set personal targets and keep up to date with development in subject(s) area.</li> <li>• Actively seek appropriate professional learning and development opportunities</li> <li>• To continually evaluate own teaching and use to improve effectiveness.</li> <li>• Contribute to the broader life of the Academy by supporting curricular and extra-curricular events and activities.</li> <li>• Contribute to the promotion of the curriculum area within the Academy and wider community to encourage students' interest in the subject.</li> </ul>
<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post;</li> <li>• To be responsible for the care and guidance for students within your form group and also to ensure your classroom is a safe environment for students to learn;</li> <li>• To work in partnership with student groups to enhance their learning and widen their experience of education.</li> </ul>
<p><b>Attendance and Behaviour:</b></p> <ul style="list-style-type: none"> <li>• To set high expectations for students' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the Academy's Positive Behaviour System to ensure all students are treated fairly and consistently.</li> </ul>

- To play a pivotal role in rewarding student achievement and good behaviour.

**Other specific requirements:**

- Support and contribute to the Academy's responsibility for safeguarding students
- To play a full part in the life of the Academy and community and encourage colleagues and student to follow this example
- Work towards and support the Academy vision and the current Academy objectives outlined in the Academy Strategic Plan
- Adhere to all policies as set out by the Governing Body
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Foster positive and courteous relations with students, parents and colleagues
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person;
- Other duties commensurate with the responsibilities of a Teacher as directed by the Principal or as specified by the School Teachers Pay and Conditions Document.

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# PERSON SPECIFICATION

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	Essential	Desirable
Qualifications/ Training	Degree in Relevant Subject  QTS qualification	
Knowledge & Skills	<p>Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.</p> <p>Knowledge of current education issues theory and practice</p> <p>Up to date knowledge of specialist subject and curriculum</p> <p>Excellent literacy and numeracy skills.</p> <p>Ability to apply a range of interpersonal skills adapting to suit specific audience.</p> <p>Demonstrate an innovative approach to teaching and learning</p> <p>The ability to work as a member of a team.</p> <p>Demonstrable ICT skills and ability to analyse data</p> <p>Ability to evaluate and improve the teaching practice of self and others.</p> <p>Ability to create innovative resources and new learning opportunities.</p> <p>Ability to manage behavior in the classroom and respond to challenging situations in a calm and professional manner</p> <p>Willingness to take part in extra-curricular activities</p>	

	Excellent time management skills and self-motivation	
Experience	<p>Proven success of effective teaching and learning in specialist subject and curriculum area within a secondary school</p> <p>Proven track record of raising standards for students of all abilities</p>	Working in partnership with local schools and Academies and the wider community
<p><b><u>Characteristics of the post:</u></b></p> <p>The employment checks required of this post are:</p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the UK.</li> <li>• Evidence of essential qualifications as detailed in job description.</li> <li>• Two satisfactory references.</li> <li>• Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure.</li> <li>• Confirmation of medical fitness for employment.</li> </ul> <p>Horbury Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The Job Description should be read alongside Horbury Academy's Career Stage Expectations and the range of professional duties of Teachers as set out in the School Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</p> <p><b>The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time.</b></p> <p><b>Horbury Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment</b></p>		

