



HORBURY PRIMARY ACADEMY

RECRUITMENT PACK



A MEMBER OF
Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in Horbury Primary Academy. We hope that the information contained within this brochure 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 Primary Academy and becoming part of a team committed to the pursuit of excellence in provision for our children.

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

Horbury Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

We believe we have created a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all enjoy coming to school. We have enthusiastic and caring staff who work hard to ensure this is in place.

We want every child to reach their potential and our ultimate aim is to create a lifelong love of learning which gives children not only new skills, knowledge and understanding, but also key learning attributes that will enable them to succeed as they begin their path in life.

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 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 access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud as Headteacher to lead Horbury Primary Academy and 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 Horbury Primary Academy's further continued improvement, then we would be delighted to hear from you.

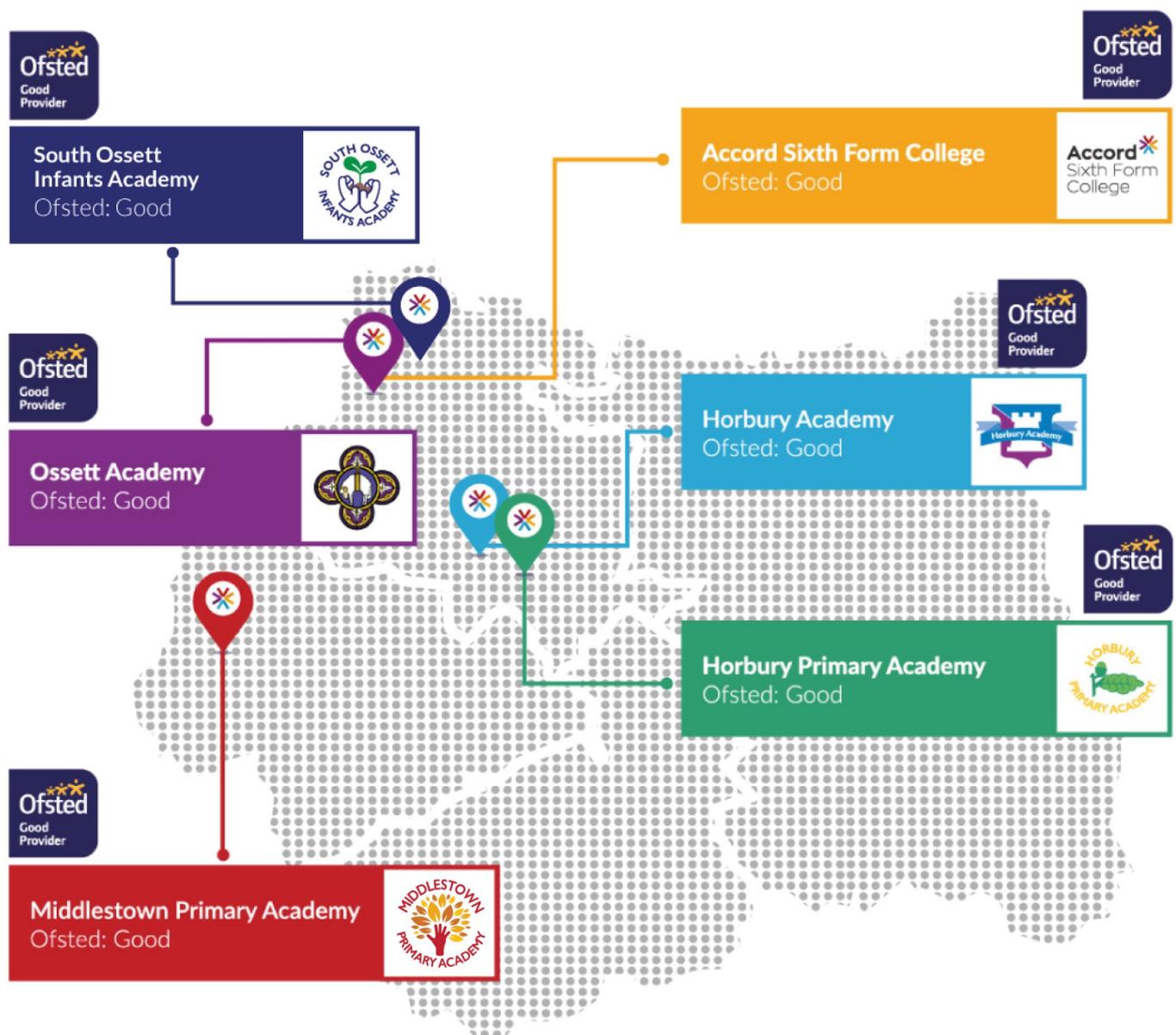
Yours sincerely,



James Tucker
Headteacher

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.



“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



“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 HORBURY PRIMARY ACADEMY?

- Horbury Primary Academy is a mixed 3–11 primary academy, situated on the outskirts of Wakefield.
- The school officially opened in 1913, following the combination of two local schools, formerly known as Horbury Council School.
- We converted to academy status and joined Accord Multi Academy Trust in December 2016.
- We have a diverse curriculum, which is interwoven with the key learning attributes embodied within our PRIDE ethos: perseverance, risk-taking, independence, determination and enthusiasm.
- Our pupils are at the centre of everything we do and we have created a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all enjoy coming to school. We have enthusiastic, caring and professional staff who work hard to ensure this happens.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- 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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“It has been a breath of fresh air working at Horbury Primary Academy. As a teacher, working in a supportive and collaborative environment is incredibly important and I have received support in all areas of my career and personal life while working here. All the staff are a caring and friendly group of people, who truly put the children first, and make it a very happy place to be.”

Helen
Teacher & PE Lead



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“Working as part of the Horbury Primary Academy family for 17 years has given me the privilege of not only working alongside such an enthusiastic, dedicated team, but seeing the fantastic experiences and opportunities that are provided for our children. Over many years I have been encouraged and supported by such an amazing team, enabling me to grow and develop skills I thought I could never accomplish”.

Tracy
Teaching Assistant



ADVERT

HIGHER LEVEL TEACHING ASSISTANT

Grade 7, £13,358 to £14,713 per annum (actual salary)

18 Hours Per Week, Term Time Only + 5 Inset Days

Part Time, Permanent

To Start January 2026

At Horbury Primary Academy we take great pride in educating children in a friendly, challenging, exciting and purposeful environment. We work with determination to help all children achieve their potential. We currently have a vacancy for a Higher Level Teaching Assistant to join our support team.

The successful candidate will work as a Higher-Level Teaching Assistant, covering PPA of class teachers. This is a rewarding role where you will work collaboratively with teaching staff to assist teachers in the whole planning cycle and management of the class. You will be required to have the ability to use your own initiative when responding to the needs of individual children, and excellent interpersonal skills. Previous experience of working as a HLTA within a primary setting is essential.

The position is on a part-time basis working **Tuesday, Wednesday and Thursday 8.30am to 12.00pm, and 1.00pm to 3.30pm.**

Candidates are encouraged to visit the school. Please contact the school office on 01924 263224 to arrange a visit.

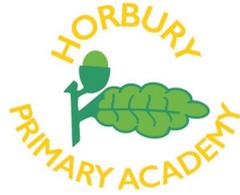
Horbury Primary Academy strives to create an environment where pupils enjoy learning and are given opportunity to stretch themselves both academically and also through a wide range of other extra-curricular activities. Our success is founded on traditional values set in a warm friendly environment.

We are an Ofsted 'good' rated primary academy with great facilities and fantastic staff. This is an exciting opportunity to become part of a forward-thinking, ambitious team in a welcoming, friendly school.

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.

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For an informal discussion about this position or to arrange a visit to the academy please do not hesitate to contact the academy at hr@accordmat.org or call 01924 282748.



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*

For an informal discussion about this position please contact hr@accordmat.org or call on **01924 921213**.



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 12 December 2025 at 9.00am

Interviews are expected to be held: w/c 15 December 2025

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



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Job Specification

Job Title: Higher Level Teaching Assistant (HLTA)

Grade: G6, SCP 12-17 (without status) G7, SCP 18-23 (with status)

Reporting to:

Supervision Activities relating to Teaching and Learning - Classroom Teacher.
Line Management- the Headteacher

Location: Horbury Primary Academy

Overall Purpose of the Post:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/ groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants including allocation and monitoring of work, appraisal and training.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	<p>Higher Level Teaching Assistant status or working towards this. (Level 4)</p> <p>Level 2 Numeracy/ Literacy or willingness to work towards</p> <p>Training in relevant learning strategies e.g. literacy.</p>	<p>Management qualification e.g. Level 3 ILM Certificate in First Line Management; or</p> <p>Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)</p> <p>Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)</p>



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<p>Knowledge</p>	<p>Full working knowledge of relevant policies/codes of practice legislation.</p> <p>Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Constantly improve own practice/ knowledge through self-evaluation and learning from others.</p> <p>Good understanding of child development and learning processes.</p> <p>Understanding of statutory frameworks relating to teaching.</p> <p>Appropriate knowledge in First Aid</p>	
<p>Experience</p>	<p>Previous experience of working with children of the relevant age range in a learning environment.</p>	
<p>Physical Skills</p>	<p>Effectively use ICT to support learning.</p>	
<p>Competencies and other skills required</p>	<p>Ability to organise, lead and motivate a team.</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p>	

Key Outcomes/ Activities

Responsibilities and accountabilities

- To complement the professional work of teachers by taking responsibility for agreed learning activities. These activities can be for individuals/groups of whole classes on a short-term basis.
- To manage and develop a specialist area within the school and or the management of other teaching assistants.

The postholder must at all times carry out his/her responsibilities within the spirit of school



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policies, within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the governing bodies of schools.

Main Duties and Responsibilities

1. Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- To cover and undertake activities with classes during teachers PPA time.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.

3. Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g., literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.



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4. Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders 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.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of learning materials and resources.

Customers and Clients:

Preparation, planning and assessment of pupils development within the classroom.

Working Conditions:



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The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour which occasionally places emotional demands on post holder.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure



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WF4 5DW

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