



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 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.

Your sincerely,



Nicola Walker
Principal

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

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.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, 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 the Accord Multi Academy Trust can be found here:

<https://accordmat.org/working-for-our-trust/>



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 sacrifice 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 O2 or further discounts, courtesy of Discount for Teachers, for example.



“Joining Accord has provided me with opportunities to advance my career in a direction which I am truly passionate about. I joined as Director of Mathematics in 2019 and have taken advantage of the opportunities and support available to progress to Vice Principal. I am certain joining Accord was the right choice for me and my career.”

Dan
Director of Mathematics



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





“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



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

- An opportunity to collaborate with colleagues across our academies, within the central Trust teams, and where appropriate with other schools or 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 Wakefield local authority district.
- 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.
- Access to a biannual C2W scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.



WHY WORK AT HORBURY ACADEMY?

- Horbury Academy is a mixed, 11-16 academy, situated on the outskirts of Wakefield.
- We are immensely proud of our academy, staff and students and strongly believe that all students are entitled to experience the full breadth of education; reflected through our curriculum model that encourages learners to study a broad range of subjects.
- From securing academic success to securing success in extra-curricular activity, our staff are fully committed to ensuring that all pupils make the most of their time at Horbury Academy.
- Alongside our extensive curricular and extra-curricular offer, we provide excellent pastoral care for our students; tailored to their individual needs.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- Our environment and academy building is purpose built, under one roof, allowing for a unique community and supportive feel.
- The Academy has very strong links with the local community in Horbury.
- Our facilities are used during the Academy day and outside of Academy hours by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, Phoenix Netball and Horbury & Ossett Music Centre to name but a few.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can also utilise their first working day to meet colleagues and complete their induction / transition, before entering the classroom and / or workstation for the first time.





ADVERT

INCLUSION COORDINATOR

SO1, £36, 945 to £28,984 per annum (actual salary)

Full Time / Permanent

37 Hours per week, Term Tim Only + 5 Insets + 5 Days

To Start As Soon As Possible

Horbury Academy are seeking to appoint an Inclusion Coordinator to support the Inclusion Team and ensure that pupil learning and achievement needs are met in a learning environment with high expectations, whilst contributing to and ensuring the effectiveness of the Inclusion Team at Horbury Academy.

The Inclusion Co-ordinator role ensures that vulnerable children within the academy have the support they need to achieve academic goals in a safe environment.

The successful candidate will model the vision and values of the academy and the Trust and provide high quality packages of support for the most vulnerable pupils to enable them improved access to education, receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems.

Experience of working with vulnerable pupils is essential, as is the ability to produce strategies and interventions to assist our more vulnerable pupils to achieve their full potential. You need to be able to communicate well with pupils, parents and outside agencies in a professional, prompt and confidential manner.

You will communicate clear purpose and vision to the Inclusion Team, leading on all aspects of inclusion. With support from the Designated Safeguarding Lead (DSL) you will always promote and safeguard the welfare of children and young people, in the role as Deputy DSL.

Working for Accord Multi Academy trust provides employees with the following benefits:

- Opportunities to lead on developments as a stepping stone to further career opportunities.
- Access to a generous pension scheme.
- Accord Rewards programme offering discounted rates for self and family members for a range of local and national companies and services
- Cycle to work scheme
- Access to the Fitness Suite at one of the academies in the Trust free of charge.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants 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 \(\[accordmat.org\]\(https://www.accordmat.org/\)\)](https://www.accordmat.org/Working-For-Our-Trust)

For an informal discussion about this position please contact hr@accordmat.org or call on 01924 282748.



ACCORD MULTI ACADEMY TRUST

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who 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.

We encourage prospective applicants 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: Monday 29th January 2024, 9am

Interviews likely to be held: w/c 29th January 2024

Application forms are available from 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: INCLUSION CO-ORDINATOR / DSL	Grade: SO1
Department: INCLUSION	Accountable to: DESIGNATED SENIOR LEADER
Contract: PERMANENT / TERM TIME ONLY + 10	Responsible for: INCLUSION MENTOR

Overall Purpose of the Job:

- Supporting the most vulnerable pupils.
- Promoting a learning environment which supports high expectations.
- Support the Inclusion Team ensuring that pupil learning, and achievement needs are met, contributing to the effectiveness of the Inclusion Team.
- Provide packages of support for pupils to enable them to better access education and keep themselves safe.
- Promoting and safeguarding the welfare of children/pupils and young people.
- Manage the Consequence Room.

Duties and Responsibilities:

- To contribute to the strategic development of the Academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- To promote and support a culture which encourages ideas and contributions from others within a distributed leadership framework.

Develop and Sustain Inclusion across the Academy through:

- Advise on inclusion within the Academy seeking advice from the Assistant Vice Principal as required.
- Be responsible for the development, line management and performance management of line managed staff.
- Ensuring pupils' needs are assessed and met across the curriculum and that impact of the provision is monitored and reviewed demonstrating the impact of the support provided.
- Ensuring that provision mapping for pupil need is reviewed on a regular basis to ensure appropriate level of support and clear re-integration pathways.
- Take a lead role in the management of Inclusion settings and in the delivery of high-quality intervention packages.
- To liaise with the Assistant Vice Principal to plan and development a curriculum for vulnerable pupils whilst ensuring best outcomes.
- To effectively manage the behaviour of vulnerable pupils to prevent exclusion and disaffection from mainstream provision within the Inclusion Unit.
- Liaise when appropriate with the SEND team to best support pupils needs.
- To complete the TAS process as a lead professional and to support / facilitate multi agency and in house interventions.
- Manage and monitor referrals to agencies for specialists' support ensuring these interventions are tracked and making an impact.
- To attend and contribute towards inclusion meetings with PYL's, SENCO and Assistant Vice Principals.
- To ensure all pupils within the Inclusion Unit have current PSP's and Home School Agreements and that these are communicated to relevant staff.
- Ensure resources are adapted to suit the needs of all pupils to enable inclusive learning opportunities for all.
- To ensure the effective provision of the Consequence Room.
- Providing the Principal/Assistant Vice Principal with progress reports and monitoring and evaluation analyses based on data.
- Liaising with and keeping informed all Head of Departments, SLT and relevant staff on inclusion issues.
- Contributing to the Academy vision of quality first provision for pupils.
- Championing best practice, demonstrating leadership qualities necessary to command respect and encouraging commitment to raising standards,
- Keeping a high profile around the Academy and being visible and active during non-structured time.
- Chairing and producing the agenda for effective pupil review meetings, ensuring minutes are taken, kept secure and communicated as appropriate.
- In conjunction with the line manager, taking responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy which may lead to improvements in teaching and learning.
- Ensure the National standards for Special Educational needs Specialists are met.
- Ensuring that the Inclusion Team support the Academy's implementation of all current statutory requirements, e.g. the Equality Act, Access to Work, SEN and Child Protection.

- Continuing the development and implementation of multi-agency work across the Academy.
- Identifying pupils: Looked After Children, Vulnerable, Targeted or underachieving pupils and ensuring that their needs are met.
- Developing and maintaining excellent relationships with parents and carers to ensure that pupils are fully supported, able to enjoy and achieve in education.
- Responsible for promoting and safeguarding the welfare of children and young people.

DSL Responsibilities:

- To support with Safeguarding and CEOP issues.
- To attend safety training events and meetings which relate to the role of e-safety, both internally and externally
- To ensure that child protection procedures are followed at all times.
- To monitor and respond to CPOMs incidences.
- Ensure there is accurate and timely recording of safeguarding concerns and actions.
- To review the progress made by individual pupil and feedback to SLT.
- I rare cases attend core groups and conferences concerning child protection issues.
- To undertake home visits whenever necessary in line with academy policy for conducting home visits.
- To liaise with external outside agencies in relation to job role in a timely and effective, professional manner.
- To proactively liaise with SLT / Curriculum Leaders / PSHCE on how e-safety can be maintained and developed.

General Academy Responsibilities:

- Contribute to and uphold the vision and ethos of Horbury Academy & Accord Multi Academy Trust
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote teamwork within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware of and comply with Academy/Trust 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:	<p>GCSE or equivalent in English and Maths at Grade c or above</p> <p>Knowledge of Absence and Attendance protocols and policies</p> <p>A recognized qualification (NVQ Level 4) or equivalent and/or equivalent practical work experience (working with challenging or vulnerable pupils)</p> <p>Designated Safeguarding Lead Training or willingness to undertake necessary training</p>	A/I		A/I
Experience:	<p>Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality</p> <p>Working with a partnership context, including co-ordinating collaborative activities and plans</p> <p>Working within a school / education and team environment</p>	A/I		A/I
Skills	<p>Highly organized and self-motivated, with the ability to manage time to ensure that deadlines are met</p> <p>ICT skills to produce quality reports and documents and to create and manage databases</p> <p>Able to communicate effectively as part of a team and lead a team</p> <p>Ability work independently, with good awareness of when to take initiative and when to check and confirm actions</p> <p>Ability to be well organized and accurate in all aspects of the role with the ability to prioritise</p> <p>Ability to work well under pressure and to respect sensitive and confidential work</p> <p>Ability to form strong and effective working relationships with colleagues within the academies within the Trust and partner organisations</p>	A/I		A/I
Behaviour and other related characteristics:	<p>Diplomacy and discretion and the ability to appropriately manage confidential information</p> <p>To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives</p>	A/I		

	Commitment to own personal development and learning			
Philosophy and Commitment	An interest in educational issues	A/I		
	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities	I		
	A personal commitment to lifelong learning and continuous professional development	A/I		
	Commitment to high standards, best value and continuous improvement	A/I		
	Commitment to inclusion so all students have access to a full Academy life	A/I		
Personal qualities:	Ability to be reflective and self-critical	I		
	Proactive and self-motivated			
	Flexibility, creativity and ability to think laterally			
	Resolution and problem solving.			

Responsibilities

Line Management Responsibilities: the job holder will line manage the Inclusion Mentor and Wellbeing support officer and any designated administrative staff assigned to the job holder to support their work and the work of the team. The job holder will also be required to direct other colleagues as may be required in areas of specialism and in relation to their job roles on a daily basis.

Financial Responsibilities: some responsibility for financial resources in respect of allocated budgets, Job holder will be required to seek best value in any activities where finance has a bearing.

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

Responsibility for People: Job holder has a high direct impact on the well being of pupils 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 Pupil Outcomes: the jobholder has an indirect impact on pupil outcomes through the job role.

Working Conditions:

The jobholder will have daily exposure to pupil issues, some of which may be upsetting and highly confidential. The job holder may be subject to verbal aggression and/or verbal abuse on an ad hoc basis.

Main Contacts:

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

Internals: Pupils, staff, parents and visitors to the Academy.

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 2024

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 Principal in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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