



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

SEN LEARNING MENTORS

Scale 4, £19,307 to £20,855 per annum (actual salary)
32.5 Hours per week, Term Time Only + 5 Inset days
Part Time, Full Time and Job Share Opportunities Available
To Start As Soon As Possible

Due to expansion within the team, an excellent opportunity has become available for innovative and enthusiastic SEN Learning Mentors at Ossett Academy & Accord Sixth Form.

We are seeking to appoint to the role of SEN Learning Mentors to support Lead SEN Learning Mentors and the SENCO with curriculum provision and learning support for targeted students at risk of significant underachievement and to support individuals with enhanced needs.

In this varied role applicants will be required to demonstrate flexibility, have some experience of working with vulnerable/challenged/challenging children and young people and the ability to communicate effectively with colleagues and students alike. The role will see the successful applicant working alongside our young people within lessons and leading a targeted intervention towards a group of young people. We are flexible in our approach and are looking for an applicants with fresh ideas for targeted and meaningful interventions as our SEN provision expands.

As well as full time positions, we also have part time and job share opportunities available. The working hours for a full time position (32.5 hours per week) are Monday to Friday 8.15am to 3.15pm with a 30 minute unpaid lunchbreak per day.

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.

As a Trust, we have developed an extensive range of employee benefits and 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).

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 Healthcare Cash Plans
- Cycle to Work Scheme*
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings



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: Friday 10 January 2025 at 9.00am

Interviews likely to be held: week commencing 13 January 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



Ossett Academy and Sixth Form College is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment.

POST TITLE: SEN LEARNING MENTOR

REPORTING TO: SENCO

LOCATION: OSSETT ACADEMY & SIXTH FORM

GRADE: Scale 4, Term Time Only + 5 INSET Days

32.5 hours per week

Overall Purpose of the Post:

To support Lead SEN Learning Mentors and the SENCO with the curriculum provision and learning support for targeted students at risk of significant underachievement and to support individuals with enhanced needs; specifically but not exclusively supporting students with enhanced needs on the autism spectrum.

To provide specific, targeted teaching of learning support programmes to individuals or small groups requiring additional help. This may be in class or on a withdrawal basis.

To uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

To promote the safety and wellbeing of students.

Knowledge, skills and experience requirements for the post

KNOWLEDGE + SKILLS

ESSENTIAL

Understanding of the development of numeracy and/or literacy skills and programmes/techniques to support students acquire them

Understanding of relevant policies/codes of practise with regard to SEN

Knowledge of the principles of Child Development and learning processes and barriers to learning

Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety

Good communication and inter-personal skills

Ability to relate to a range of students and parents in a sensitive manner

Ability to establish effective working relationships with colleagues and agencies

Ability to demonstrate behaviour management skills

Apply a firm, consistent and understanding approach when considering needs of students

Ability to demonstrate a flexible attitude towards team working

Ability to manage a range of tasks efficiently and apply effective organisation skills

Ability to remain calm under pressure

Ability to operate effectively when liaising with different groups and colleagues at all levels

Ability to use a range of ICT applications (e.g. Word, Excel, Outlook, SIMS)

QUALIFICATIONS

NVQ Level 3 Qualification or ability to demonstrate equivalent level of experience

Evidence of training in a relevant field

English and Maths to GCSE Grade C or above or equivalent

DESIRABLE

Specialist qualification in an area of SEN

TEFL qualification

<u>EXPERIENCE</u>	<p>Some experience of working with young people on the Autism spectrum</p> <p>Experience of working with vulnerable/challenged/challenging children and young people</p> <p>Experience of working with young people in an educational environment</p>	<p>Experience of working with students with English as an Additional Language</p> <p>Experience of supporting on the administering of Access Arrangement testing</p>
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Responsibilities and Accountabilities

- Support the Lead Learning Mentors to provide numeracy support in one to one and small group settings
- Support Lead Learning Mentors with provision of literacy support via Ruth Miskin packages
- Support students with behavioural needs in groups and classes
- Provide cover for statemented students and support for students with dyslexic traits and SpLD
- Support the delivery of catch up numeracy
- Deliver functional skills levels 1, 2 and 3, as directed
- Provision of support for students identified as requiring additional support
- Regularly assess students who are receiving additional support
- Provision of Individual Education Plans (IEP) for specific students
- To work with students, parents and colleagues to improve the life of students in the Learning Support facility
- Contribute to the production of reports for parents
- Analyse data and report accordingly
- As part of a team of SEN Learning Mentors support the Lead SEN Learning Mentors and the SENCO in their duties as directed by the Lead SEN Learning Mentors and the SENCO.
- Support in delivery of a range of school improvement and intervention services which lead to measurable outcomes for vulnerable students
- To create and source resources suitable to the individual students' needs

Partnership working

- Work closely with all Academy staff as appropriate to ensure support for students on their return to normal lessons
- Provision of specialist support for individual students on roll at other EOCT schools as required

Data and Records

- Maintain accurate, up to date and appropriate records for individual students
- Attend meetings regarding students as necessary

Other Responsibilities

- The duties and responsibilities in this job description are indicative and may change over time.
- Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post; as directed by the line manager, SLT member or Principal

- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and students, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information

Responsibility for Resources

People

No line management responsibility

Finance

No direct responsibility for budgets; however post holders should ensure all work is carried out within budget and cost effectively.

Physical Resources

To prepare, maintain and use equipment / resources required for relevant learning activities within the Learning Support area.

Characteristics of the post: (e.g. non standard working arrangements and/or conditions, physical requirements such as lifting, mobility etc.)

The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking.

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

The post involves contact with young people which through their circumstances or behaviour may regularly place emotional demand on the post holder.

The post is designated as working Term Time Only plus 5 INSET Days. At the start of the academic year all staff receive notification of INSET dates. Post holders are required to attend all of these sessions and the replacement Twilight Sessions that are set in lieu of INSET days.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Childcare Disqualification Declaration (where applicable)
- Two satisfactory references
- An Enhanced DBS Disclosure
- Confirmation of medical fitness for employment

Signed:

Date:



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