



OSSETT ACADEMY

# RECRUITMENT PACK



OSSETT ACADEMY



# DEAR APPLICANT

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Thank you for your interest in Ossett Academy and Accord Sixth Form. 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 at Ossett Academy we have an excellent track record of high levels of student achievement in the context of a broad and balanced curriculum, which we are incredibly proud of; we also offer and actively encourage our students 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 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 on-going 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 to 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 and Middlestown Primary Academy as part of the 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 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.

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.

Your sincerely,



**Samantha Broome**  
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?

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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.



“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.”

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**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.”

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**Jules**  
Finance Manager



**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.

# WHY WORK AT OSSETT ACADEMY?

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- Ossett Academy is much larger than the average-sized secondary school and is heavily oversubscribed.
- The proportion of students supported through the pupil premium is below the national average.
- The proportion of disabled students and those who have special educational needs supported at school action is above average.
- The proportion supported at school action plus or with a statement of special educational needs is well below average.
- Ossett is a dynamic learning community that promotes enjoyment, opportunities and friendship.
- We aim to promote excellence by inspiring students to realise their full potential, achieve high standards and have the courage to accept new challenges.
- We are a hugely committed body of staff, all working together to maintain a safe, caring and healthy environment for all which creates hopes, dreams and aspirations.
- We aspire for all our pupils to develop as life-long learners with the skills and determination to succeed in an ever changing technological world.
- We support all our pupils with the skills and learning opportunities to become responsible members of a local, national and international community who promote equality and respect and understand the value of our environment and its future.





"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

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**Ben**

Teacher of PE &  
Post-16 Head of Year



"I've been involved with staff well-being for a number of years. I lead the Academy's Workload Group; it's 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, second hand swap shops to name a few!"

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**Lyndeale**

Curriculum Leader Art,  
Design & Technology



ADVERT

# ATTENDANCE COORDINATOR

Scale 5, £21,328 to £23,373 per annum (actual salary)

Temporary to Cover Maternity Leave

37 Hours Per Week, Term Time Only + 5 Insets

To Start As Soon As Possible

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Ossett Academy and Accord Sixth Form are seeking to appoint an Attendance Coordinator to secure the beneficial and regular attendance of all pupils in the Academy, by supporting pupils and families and liaising and working closely with other agencies.

You will be required to build relationships with families and pupils in order to improve attendance and reduce the percentage of Persistently Absent pupils, with a particular focus on disadvantaged.

You will work closely with Pastoral Year Leaders and the wider Pastoral and Inclusion teams to review individual pupil's attendance and progress towards whole school and year group targets and support the teams in instigating and delivering strategies.

This position is temporary to cover maternity leave for up to one year.

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 are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit prior to applying. We also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](#)

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.



**Closing Date: Monday 13 November 2023 at 9.00am**

**Interviews likely to be held: week commencing 13 November 2023**

Application forms are available from <https://accordmat.org/vacancies/>

Completed application forms to be returned to [hr@accordmat.org](mailto: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.

<b>Job Title:</b> ATTENDANCE COORDINATOR	<b>Grade:</b> Scale 5
<b>Department:</b> PASTORAL	<b>Accountable to:</b> Education Welfare Officer
<b>Contract:</b> 37 HOURS PER WEEK, TERM TIME ONLY + 5 INSETS	<b>Responsible for:</b> N/A

**Overall Purpose of the Job:**

- To secure the beneficial and regular attendance of all pupils of the Academy, by supporting pupils and families, liaising and working closely with other agencies.
- Building relationships with families and pupils to improve attendance
- Reduce the percentage of Persistently Absent pupils with a particular focus on disadvantaged.

**Responsibilities:**

- To undertake daily home visits and ensure meticulous records of actions and outcomes are kept.
- To meet with Pastoral Year Leaders and other pastoral / inclusion staff on a regular basis to review individual pupils' attendance and progress towards whole school and year group targets.
- To support the Pastoral team instigating and delivering strategies to target improvements in attendance for pupils recognised as being at particular risk of poor attendance and exclusion.
- To administer and monitor initiatives to improve attendance as required for example, parenting contracts, targeted group work and raising the profile of attendance whole school
- To keep accurate up to date records of all casework.
- To organise attendance and attainment clinics.
- To participate in staff meetings and agreed relevant working parties.
- To provide information and advice to pastoral colleagues on individual casework.
- To develop and support resources as identified in line with policy requirements.
- Work in partnership with other colleagues and the police to undertake truancy sweeps.
- Provide case work reports that can be used by DSL relating to Child Protection conferences, reviews and core group meetings for children.
- Ensure the Children Missing Education procedure is followed by the academy.
- To aid the smooth integration of in year pupil transfers under the Academy Admissions Policy.
- To contribute towards developing whole school strategies to improve attendance at the academy.
- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, pupils, parents/carers and the wider community.
- To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques including:
  - Team around the school
  - Solution focussed casework;
  - Group work;
  - Individual and family support work;
  - Parenting skills development;
  - Sign-posting to other Services / agencies;
  - Mediation to remove barriers to learning;
- To advise and formulate access for families to other support services.
- To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people.
- To take responsibility for managing personal caseloads, and cases in relation to attendance.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Accord Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the Trust with courtesy and consideration.
- Be aware and comply with all Trust policies at all times.
- In conjunction with line manager, take responsibility for personal professional development, keeping up to date with research and developments in pedagogy which may lead to improvements in teaching and learning.
- Continue the development and implementation of multi-agency work across the Trust.
- Develop and maintaining excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve.
- Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Be responsible for promoting and safeguarding the welfare of children and young people.

**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.

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

Competency	Essential	MOA	Desirable	MOA
<b>Knowledge/ Qualifications:</b>	GCSE or equivalent in English and Maths at Grade C or above	A/C	Designated Safeguarding Lead Training	A/C
	Knowledge of Absence and Attendance protocols and policies	A/C/I	A recognised vocational qualification (NVQ level 4) or equivalent	A/I
	Knowledge of Child Protection and Safeguarding Procedures	A/I		
	Practical work experience (working with challenging or vulnerable students)	A/I		
<b>Experience:</b>	Relevant experience working with vulnerable and disengaged young people in an educational setting	A/I/R		
	Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	A/I		
	Working within a partnership context, including co-ordinating collaborative activities and plans	A/I		
	Working with Multi-agencies	A/I		
<b>Skills:</b>	Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	A/I/R		
	ICT skills to produce quality reports and documents	A/I		
	Able to communicate effectively both orally and in writing with a wide range of people	A/I		
	Ability to work as part of a team	A/I		
	Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	A/I		
	Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	A/I		
	Ability to work well under pressure and to respect sensitive and confidential work	A/I/R		
	Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations.	A/I/R		
<b>Behaviour and other related characteristics:</b>	Diplomacy and discretion and the ability to appropriately manage confidential information	A/I		

	Proven ability to work as a team member to achieve goals in effective co-operation	A/I		
	To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	A/I		
	Commitment to own personal development and learning	I		

**Responsibilities:**

**Line Management Responsibilities:** N/A

**Financial Responsibilities:** N/A

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

**Responsibility for People:** Jobholder has a direct impact on the wellbeing of pupils in relation to promotion of attendance.

**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 Student Outcomes:**

The jobholder has an indirect impact on pupil outcomes through the job role.

**Working Conditions:**

The nature of the job role will mean the job holder will be subject to disagreeable working conditions including potential abuse from pupils and/or parents/carers. The job holder will be required to apply resilience to the emotional demands placed on them as a result of job role on a frequent basis.

This post is term time only plus 5 Inset Days.

The post holder may be required to travel and work across multi-sites at member academies and central offices.

**Personal Contacts**

**External:** Parents/carers and external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Pupils, staff, parents/carers and visitors.

**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:** March 2021

**Signature of Jobholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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