



RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in the very important post across the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

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 & Accord Sixth Form 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 vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes of CPD.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Yours sincerely,



Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education



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 & Accord Sixth Form came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our academies work on the following key principles:

- Ambitious for our young people and staff;
- Creating a positive climate and an ethos for learning and success;
- Collaborative to secure the best possible learning experiences for young people and staff;
- Opening doors for parents, carers and the community and being fully inclusive;
- Resilient in order to develop in young people and staff a mind-set for success;
- Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.

WHY WORK FOR THE TRUST?

The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, a staff choir; sporting groups currently include a running club, and weekly staff netball and football matches.

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“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

Dan
Director of
Mathematics

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“Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

Jules
Finance
Manager

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

- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
- Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
- Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
- Opportunities to lead on developments as a stepping stone to further career opportunities.
- The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
- A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.

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*“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

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“I have been a member of staff at Ossett Academy since 2006. I have held a number of roles during that time. The level of support and guidance that I have received to progress through my career has been of the highest quality, internal courses such as Aspiring Middle/Senior Leader have been invaluable. I thoroughly enjoy my time at Ossett and can see myself working here for years to come.”

Kieran
Associate
Assistant Principal/Teacher of Business

ADVERT



ATTENDANCE COORDINATOR

SCALE 5, £19,229 to £21,229 per annum (actual salary)
37 Hours Per Week/ Term Time + 5 Insets
To Start As Soon As Possible

The Accord Multi Academy Trust 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.

The role will be based solely at Horbury Academy and temporary for one year in the first instance.

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We encourage interested candidates to get in touch and have a discussion to see what makes us great! Contact the HR team on hr@accordmat.org who would be happy to answer any questions you may have or for an informal discussion regarding the role.

For more details, or if you're ready to apply, visit: <https://accordmat.org/opportunities/> where you will find the application form available to download. Please return completed application forms to the Accord HR Department: hr@accordmat.org.

Closing Date: Friday 17 September 2021 at 9am.

Interviews are expected to be held week commencing 20 September 2021.

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 DESCRIPTION

Job Title: ATTENDANCE COORDINATOR	Grade: Scale 5
Department: PASTORAL	Accountable to: EWO
Contract: 37 HOURS PER WEEK, TERM TIME ONLY + 5 INSETS	Responsible for: 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
Knowledge/Qualifications:	GCSE or equivalent in English and Maths at Grade C or above Knowledge of Absence and Attendance protocols and policies Knowledge of Child Protection and Safeguarding Procedures Practical work experience (working with challenging or vulnerable students)	A/C A/C/I A/I A/I	Designated Safeguarding Lead Training A recognised vocational qualification (NVQ level 4) or equivalent	A/C A/I
Experience:	Relevant experience working with vulnerable and disengaged young people in an educational setting Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality Working within a partnership context, including co-ordinating collaborative activities and plans Working with Multi-agencies	A/I/R A/I A/I A/I		
Skills:	Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met ICT skills to produce quality reports and documents Able to communicate effectively both orally and in writing with a wide range of people Ability to work as part of a team Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions Ability to be well organised and accurate in all aspects of the role with the ability to prioritise Ability to work well under pressure and to respect sensitive and confidential work Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations.	A/I/R A/I A/I A/I A/I A/I A/I/R A/I/R		
Behaviour and other related characteristics:	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.

