



OSSETT ACADEMY RECRUITMENT PACK



OSSETT ACADEMY





DEAR APPLICANT

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.

Samantha Broome
Principal



WHY OSSETT?

- 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.
- Well-below average proportions of students are from minority ethnic groups that speak English as an additional language.
- 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 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.



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 OSSETT ACADEMY AND ACCORD MAT

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 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.

“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

“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!”

Lyndeale

Curriculum Leader Art, Design & Technology

ADVERT



Permanent Cleaning Assistant

**17.5 Hours per week, Full Year
(Monday to Friday from 2:45pm to 6:15pm).
£9.50 per hour
To start as soon as possible**

Ossett Academy & Accord Sixth Form are seeking to appoint a Cleaning Assistant to support our established Cleaning Team.

It is essential for the successful candidate to have excellent interpersonal skills and enjoy working with young people as all roles at Ossett Academy involve interaction with our pupils and students.

Whilst our cleaning contracts are generally full year contracts, applications expressing interest in working term time only will also be considered.

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Talk to our staff, pupils and students and you will find out how proud we are of our unique academy, its supportive atmosphere and strong team ethos. We encourage interested candidates to get in touch and see what makes us great! Contact the HR team on 01924 282751 or hr@accordmat.org and we'd be happy to answer any questions you may have.

For more details, or if you're ready to apply, visit our website at <https://ossett.accordmat.org/recruitment/> where you will find the application form available to download.

Closing date for applications is **Tuesday 19 October 2021 at 9am.**

Interviews are expected to be held on **w/c 25 October 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.



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: Cleaning Assistant

REPORTING TO: Cleaning Team Leader

GRADE: £9.50 per hour

LOCATION: Ossett Academy

OVERALL PURPOSE OF THE POST:

This job specification outlines the qualifications, competencies and experience required for the post, together with an outline of the key task and responsibilities.

To uphold and promote the Academy'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:

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>KNOWLEDGE & SKILLS</u>	Knowledge of schools' customer services	
<u>QUALIFICATIONS</u>	Level 1 Adult Literacy and Numeracy	Level 1 Health & Safety Manual Handling
<u>EXPERIENCE</u>	Customer based experience	Commercial cleaning experience Working with young people
<u>PHYSICAL SKILLS</u>	Good health and the ability to lift and carry The role involves standing, walking, bending and lifting Must be able to work with young people Have a positive and friendly outlook	

RESPONSIBILITIES AND ACCOUNTABILITIES: (What the job is expected to achieve)

Overall Purpose of the Post

Keeping allocated areas clean and hygienic, to an acceptable standard working to a work schedule which may change in line with the needs of the Academy.

Main Tasks

- Damp wiping and polishing of surfaces, fixtures and fittings
- Dust sweeping and damp mopping of hard surfaced floors
- Cleaning sanitary areas, including toilets, showers etc.,
- Suction cleaning of carpeted floors
- Using electrical equipment suitable for the job
- Cleaning of equipment as required
- Any other tasks requested
- All of the above following Health and Safety, COSHH and colour coded policies

General

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Principal from time to time, in consultation with the post-holder.
- The post-holder's duties must, at all times, be carried out in accordance with the Equal Opportunities Policy and other policies designed to protect employees from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.

People

None

Budgets

None

Physical Resources

Take good care of cleaning equipment

Customers and Clients

Students and Academy staff, visitors, parents, delivery people, contractors, environmental health officers

Working Conditions

Requires flexibility and manual handling

Long periods of standing / walking

Employment checks required of this post:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- An Enhanced CRB Disclosure
- Confirmation of medical fitness for employment



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