



# RECRUITMENT PACK



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# DEAR APPLICANT

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Thank you for your interest in the very important post across the Accord Multi Academy Trust at our primary academies. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities and skills 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 apprentice you will have access to high quality professional on the job training with quality support to complete the Level 3 Teaching Assistant Apprenticeship qualification.

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



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## ABOUT THE TRUST

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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.

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## 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, 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.”*

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**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.”*

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**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.
- 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.

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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

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# ADVERT

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## Teaching Assistant Apprentices

- Middlestown Primary Academy
- Horbury Primary Academy

**National Apprentice Rate of Pay**  
**27.5 Hours Per Week, Term Time Only**  
**To Start As Soon As Possible**

The Accord Multi Academy Trust is seeking to appoint Teaching Assistant Apprentices across our Primary Academies to provide support in managing pupils and supporting their progress in the classroom under the direction of the class teacher.

The successful applicants will be required to demonstrate flexibility, excellent organisational skills and the ability to use their own initiative when responding to the needs of individual children and the ability to communicate with pupils and staff alike. You will undertake on the job training to learn and develop new skills and gain experience whilst studying towards a Teaching Assistant Level 3 Apprenticeship qualification.

We have positions available at Middlestown Primary Academy and Horbury Primary Academy with an immediate start. This is a fabulous opportunity for individuals looking to start a career in education supporting primary aged children in the very beginning of their education journey.

Apprenticeship positions are temporary in the first instance for the duration of the apprenticeship which is expected to be around 18 months.

We encourage interested candidates to get in touch and have a discussion to see what makes us great! Contact the HR team at [hr@accordmat.org](mailto:hr@accordmat.org) who would be happy to answer any questions you may have or for an informal discussion regarding the roles available.

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](mailto:hr@accordmat.org).

**Closing Date for applications is Friday 3rd December 2021 at 9am.**  
**Interviews are expected to be held on the week commencing 6th December 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.

<b>Job Title:</b> Teaching Assistant Apprentice	<b>Grade:</b> National Apprenticeship Rate of Pay, national Minimum Wage following probationary period
<b>Department:</b> Designated Academy Base	<b>Accountable to:</b> Headteacher
<b>Contract:</b> Temporary to complete Apprenticeship, 27.5 hours, Term Time Only.	<b>Responsible for:</b> N/A

#### Overall Purpose of the Job:

- Supports pupil's learning in the classroom under the direction of the class teacher.
- Attend to pupils' personal needs and to provide general support in managing pupils and the classroom.
- Support the class teacher to enhance pupils' learning either in groups or individually,
- Support the class teacher to ensure pupils understand the work set, know their learning objectives and stay on task.
- Promote self- believe, social inclusion and a high self-esteem amongst children.
- Support the class teacher to ensure pupils thrive in a positive, nurturing and safe environment.
- Contribute under the direction of the class teacher to planning and class activities.
- Promote fundamental British values through spiritual, moral, social and cultural development.
- Promote the academy values and ethos and act professionally as a role model to the children at all times.

#### Key Outcomes/Activities:

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the class teacher or line manager any pupil problems or behavioural difficulties in accordance with academy policy.
- To report to the class teacher or line manager on pupil progress and achievements in accordance with academy policy.
- To assist the class teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the class teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits with other academy staff, assisting with activities as may be required.
- To undertake routine clerical duties as may be required e.g. bulk photocopying.
- Other duties commensurate with the grade of the post as directed by the class teacher and/or Headteacher.

#### General Responsibilities

- Contribute to and uphold the vision and ethos of the Accord Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Trust with courtesy and consideration.
- Be aware of and comply with all Trust Policies and Procedures 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
<b>Qualifications:</b>	English and Maths to GCSE Grade C or above or equivalent level of qualifications.	A/I	Relevant level 2 qualification	A/I
<b>Experience:</b>	On the job training is provided.  An interest in working with primary aged children and ability to relate well to children.	A/I	Working or caring for children	A/I
<b>Knowledge and Statutory Requirements</b>	Good numeracy and literacy skills.  Some awareness of the primary curriculum.  Some knowledge of safeguarding and child protection procedures – although full training will be provided.  Some understanding of the importance of Data Protection and confidentiality and how this is relevant to working in schools.	A/I	Knowledge of First Aid  Use of Technology e.g. ICT.  Child Protection knowledge.	A/I
<b>Planning, Organisation and Mental Challenge:</b>	The jobholder will be expected to apply judgmental skills to straightforward solutions to simple problems.	A/I		
<b>Interpersonal &amp; Communication:</b>	Ensure regular communication with class teachers to provide clarity and consistency of role within lessons.  Work closely with class teachers to ensure own contributions aligns with the teaching.  Build appropriate relationships with colleagues, pupils, parents and carers.	A/I		
<b>Physical Skills and Demands:</b>	Effective use of resources.  Use relevant technology competently and effectively to help support pupil's learning.	A/I		
<b>Initiative &amp; Independence</b>	Some initiative will be required but job holder will be closely supervised on a daily basis.	A/I		
<b>Emotional Challenge and Resilience:</b>	The jobholder may be required to apply resilience when dealing with emotions/challenges from pupils and/or staff.	A/I		

<b>Philosophy and Commitment</b>	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 pupils have access to a full Academy life.	A/I		
<b>Personal qualities:</b>	Ability to be reflective and self-critical.	I		
	Proactive and self-motivated.			
	Flexibility and creativity.			

### **Responsibilities**

#### **Responsibility for People:**

The jobholder works closely with colleagues. There is no line management responsibility. The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post. All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

#### **Responsibility for Policy Developments:**

The job involves no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation and adhere fully to Academy/Trust policies and procedures.

#### **Responsibility for Student Outcomes:**

Support the class teacher to provide a positive, safe and welcoming environment for learning.

### **Working Conditions:**

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

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children. The post holder will be required to work on their feet most of the day.

**Main Contacts:** The jobholder liaises with pupils, parents, carers and staff.

### **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:** November 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 Headteacher in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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