



RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in this 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.
- 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

ADVERT



CASUAL MINI BUS DRIVER

£11.50 per hour

Casual hours

To Start As Soon As Possible

Accord Multi Academy Trust are seeking to appoint a reliable and friendly minibus driver to join the Trust to provide a safe and courteous minibus transport service for our pupils.

The successful candidate will have the ability to relate to children, parents and staff in a professional manner.

Candidates must be aged 21 and over, and have held a full clean UK driving licence for 2 years (minibus driving requirements). If this licence does not have a D1 classification, candidates must complete a MIDAS training course if not already held. Successful candidates will be required to carry out vehicle safety checks before driving and work with minimal supervision to specific timescales.

The Trust are looking for candidates with a willingness to be flexible regarding shift patterns as required to suit the needs of the Trust across the course of the school day and to support with educational visits, trips and activities sometimes outside of the school day.

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.

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 for applications is Friday 10 December 2021 at 9am.

Interviews are expected to be held week commencing 13 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.

Job Title: CASUAL MINI BUS DRIVER	Grade: £11.50 PER HOUR
Department:	Accountable to: BUSINESS OPERATIONS MANAGER
Contract: CASUAL POST HOURS AS REQUIRED	Responsible for: N/A

Overall Purpose of the Job:

- To collect and return pupils to and from Trust Academies using the Trust minibus.
- To provide a safe and courteous minibus transport service for pupils, staff and parents/carers.
- To uphold and promote the Trust's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of pupils.

Responsibilities:

- Provide a safe and courteous minibus transport service for the Trust's pupils, staff and parents/carers as directed.
- Assist staff members with supervision of pupils on the minibus to ensure safety.
- Collect and drop off pupils at designated locations and times.
- Deal with accidents/incidents and reporting them to the Academy Office/Senior Leadership Team/Business Operations Manager, as appropriate;
- Undertake daily inspection of the minibus prior to setting off on a journey, ensuring roadworthiness, serviceability and duty of care.
- Ensure the minibus is safe, clean and ready to use at all times.
- Complete daily and weekly inspection lists and checks on the vehicle.
- Report any concerns with regard to the road worthiness of the vehicle to the Business Operations Manager.
- Drive the Trust minibus in an appropriate manner with due regard to safety and speed limits.
- Work with minimum supervision and to agreed timetable of driving as directed.
- To comply with the responsibilities under Health and Safety policies and procedures.
- To attend and participate in staff meetings and/or training as may be required.
- To ensure understanding of any risk assessments in relation to the transporting young people.
- Liaise with other Trust minibus drivers as may be required.
- Provide driving support to all Academies within the Accord Multi Academy Trust as directed.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Accord MAT.
- Actively support team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Trust with courtesy and consideration.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the designated senior leaders, in consultation with the post-holder.
- The post-holder's duties must, at all times, be carried out in accordance with Trust's 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.
- Co-operate with management of the Academy / Trust as far is necessary to enable the responsibilities placed upon the Academy / Trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

Development/Other

- To participate in continual professional development and undertaking necessary training as required.
- Ability to work flexibly in order to maintain and deliver an effective Trust minibus service.

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	A/C		
	Full clean UK driving licence with a D1 classification	A/C		
	Ability to pass the MIDAS driving assessment if not already held	A/I		
Experience:	Minibus driving experience	A/I	PSC/PSV Licence	A/C
	Experience of transporting in a professional capacity	A/I		
	Experience of working with children in some capacity	A/I		
Skills:	Ability to use email and internet based systems	A/I		
	Ability to keep clear and appropriate written records	A/I		
	Appreciation of need to maintain strictest confidence	A/I		
	Understanding of importance of Equal Opportunities and Health and Safety at Work	A/I		
	Awareness of vehicle checks required	A/I		
	Demonstrate excellent communication skills and an ability to relate to people at all levels (in particular students)	A/I		
	Ability to work effectively as part of the wider Academy / Trust staff body	A/I		
	Ability to remain calm under pressure	A/I		
	Demonstrate a professional approach to undertaking all duties	A/I		
	Understanding of the need to maintain professionalism in representing the Academy / Trust whilst undertaking duties	A/I		
	Ability to work with minimum supervision	A//		
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: To use and maintain Trust equipment / resources as described in the main tasks and responsibilities in a safe and effective manner. Safe and secure use of the Trust minibus.

Characteristics of the post:

- Full UK Driving License Required with a D1 classification.
- Requirement to undertake a minibus license / assessment and renewal as and when required.
- Willingness to be flexible in terms of working hours.

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: May 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 designated Senior Leaders in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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