

HORBURY ACADEMY RECRUITMENT PACK





DEAR APPLICANT

Thank you for your interest in Horbury Academy. 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.

I have enormous pleasure in inviting you to consider joining Horbury Academy and join a team of staff committed to the pursuit of excellence.

We are keen to appoint individuals who have vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

We believe that outstanding staff, not only teaching staff but support staff as well, are the key to our success. We see all staff, as key members of our team. We are looking to appoint someone who recognises the importance of their contribution to our learning community.

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 work alongside Ossett Academy & Accord Sixth Form, 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 all 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.

Horbury is a happy Academy and we are keen to appoint like minded individuals who have a positive outlook, a “can do” attitude to all aspects of their role; and colleagues who enrich the lives of learners and ensure they are always at the centre of their thinking.

I am extremely proud to lead Horbury Academy and to work alongside such a talented body of students 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 be delighted to hear from you.

Nicola Walker

Principal



WHY HORBURY?

- Horbury Academy is a mixed, 11-16 academy, situated on the outskirts of Wakefield.
- We are immensely proud of our academy, staff and students and strongly believe that all students are entitled to experience the full breadth of education; reflected through our curriculum model that encourages learners to study a broad range of subjects.
- From securing academic success to securing success in extra-curricular activity, our staff are fully committed to ensuring that all pupils make the most of their time at Horbury Academy.
- Alongside our extensive curricular and extra-curricular offer, we provide excellent pastoral care for our students; tailored to their individual needs.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- Our environment and academy building is purpose built, under one roof, allowing for a unique community and supportive feel.
- The Academy has very strong links with the local community in Horbury.
- Our facilities are used during the Academy day and outside of Academy hours by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, Phoenix Netball and Horbury & Ossett Music Centre to name but a few.



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 HORBURY 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 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 salary sacrifice scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.

“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

“I started working at Horbury Academy in the school's busy kitchen. An opportunity arose for the Science Technician role which I applied for and was successful! Working in the science department has given me many new skills as well as receiving first class training from experienced staff. I continue every day to develop and grow thanks to the Academy.”

Jayne
Science
Technician

ADVERT



Cover Teacher

Scale 5, £16,890 to £18,647 per annum (actual salary)

32.5 Hours Per Week, Term Time Only + 5 Insets
To Start as soon as possible.

Are you looking for your next challenge? Do you want a varied and interesting role, which stretches you as an individual? If so then Horbury Academy are seeking to appoint to the role of Cover Teacher.

The role would be an ideal opportunity for someone looking to gain teaching experience and/or move onto an unqualified teacher role.

The Academy needs an enthusiastic individual with the creativity and passion for education to provide cover for classes in the absence of teachers as and when required across the whole curriculum through Years 7 to 11, and who can create an enriching and orderly environment in which students can learn. Successful candidates will also be required to utilise specialist skills for activities which, enhances the learning & progress of students in subject areas.

Horbury Academy is part of the Accord Multi Academy Trust which 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.

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

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

Please return completed application forms to the Accord HR Department at hr@accordmat.org.

Closing date for applications is Friday 21 January 2022 at 9am.

Interviews are expected to be held on the week commencing 24 January 2022.

Horbury Academy is committed equal opportunities and to the 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 Disclosure and Barring Service check.

Job Title: COVER TEACHER	Grade: Scale 5
Department: COVER	Accountable to: SLT
Contract: 32.5 hours per week, Term Time Only + 5 INSET Days	Responsible for: N/A

Overall Purpose of the Job:

- To provide cover for classes in the absence of teachers as and when required across the whole curriculum through Years 7 to 11.
- To utilise specialist skills for activities which enrich the learning and progress of pupils in subject areas e.g. subject intervention.
- Assist in specific departments with tasks as designated by the Curriculum Team Leader e.g. creating learning resources and assessing pupils' work and giving feedback.
- To participate in partnership working with other schools and academies.
- To offer in lesson support to pupils as and when needed e.g. pupils who have access arrangements.
- To uphold and promote the school'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:

- To provide cover for classes in the absence of teaching colleagues and create a purposeful and orderly environment in which pupils can learn.
- Direct and supervise pupils to complete the work set and complete records for absent teaching colleagues.
- Support in the planning and preparation for lessons at department level with teaching and CTL colleagues.
- To utilise specialist skills and knowledge for activities which enrich the learning and progress of pupils in subject areas e.g. subject intervention, work with small groups of pupils.
- Play a key role in supporting teaching colleagues to raise levels of achievement for all pupils.
- Provide in-lesson support of pupils who have specific needs, for example access arrangements.
- Support pupils in using resources, e.g. ICT
- Select and prepare learning resources necessary to lead learning activities, taking account of pupil's needs, language, and ability.
- Record progress and achievement in lessons and ensure feedback is provided, reporting any concerns arising to absent colleagues whom covering for.
- Feedback to PYL's and CTLs as appropriate.
- To create learning resources for subjects in liaison with the allocated Curriculum Team Leader.
- Assist in departments with tasks as designated by the CTL e.g. creating learning resources for pupils and assessing pupils' work and giving feedback.
- To make use of and apply consistently the Academy's behaviour and rewards system.
- To accompany visits and field trips as may be required.
- To carry out lunch and/or break duties as determined by the staff rota.
- To attend meetings as and when required.
- Analyse data and reports as may be required, contributing to feedback for parents.

General Academy Responsibilities:

- The post enables the Academy to ensure quality cover and specialised in class support in addition to offering career progression and opportunity for individuals to develop a skill set to support a move on to teacher training.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and pupils, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information

- To participate in partnership working with other schools and academies as and when required.
- Build positive and constructive relationships with other Cover Teacher colleagues in the Academy and build a team working approach to the role.
- Establish effective working relationships and communicate in a timely manner with other agencies/professionals, colleagues, parents etc as required.

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	HLTA Qualification	A/C
	Qualified to Degree Level in a specific subject specialism which fits with the curriculum needs of the academy.	A/C/I		
Experience:	Proven experience of working with young people in an educational environment	A/I/R		
	Experience of leading work with small groups and/or one to one working with young people.	A/I		
	Experience of handling conflicting situations and ability to have authority in classroom situations.	A/I		
Skills:	Knowledge of relevant policies/codes of practise and legislation.	A/I		
	Knowledge of the issues surrounding the safeguarding of children and commitment to child welfare and safety	A/I		
	Knowledge of child protection procedures	A/I		
	Understanding of the Curriculum and other basic learning programmes	A/I		
	Awareness of statutory frameworks relating to teaching	A/I		
	Excellent behaviour management skills	A/I		
	Excellent communication and inter-personal skills with ability to adapt these skills to suit a wide range of pupils and colleagues	A/I/R		
	Ability to use own initiative and work independently	A/I/R		
	Ability to relate to pupils and parents in a sensitive manner	A/I		
	Ability to lead, organise and motivate	A/I		
	Ability to establish effective working relationships with colleagues and agencies	A/I		
	Ability to demonstrate a flexible attitude towards team working and to be able to contribute to the effective working of a team	A/I		
	Ability to manage a range of tasks efficiently and apply effective organisation skills	A/I		
	Ability to remain calm under pressure	A/I		
Ability to operate effectively when liaising with different groups and colleagues at all levels	A/I			

	Ability to use a range of ICT applications (e.g. Word, Excel, Outlook, SIMS)	A/I		
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: No direct responsibility for budgets; however, post holders should ensure all work is carried out within budget and cost effectively.

Physical Resources: To prepare, maintain and use equipment / resources required for relevant learning activities within the Learning Support area.

Responsibility for People: Jobholder has a direct impact on the education and of pupils.

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

Working Conditions: The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking.

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

The post involves contact with young people which through their circumstances or behaviour may occasionally place emotional demand on the post holder.

The post is designated as working Term Time Only plus 5 INSET Days. At the start of the academic year all staff receive notification of INSET dates. Post holders are required to attend all these sessions and the replacement CPD Sessions that are set in lieu of INSET days.

Personal Contacts

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

Internal: Pupils, staff, 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: October 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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