



OSSETT ACADEMY

# RECRUITMENT PACK



OSSETT ACADEMY



# DEAR APPLICANT

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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.

Your sincerely,



**Samantha Broome**  
Principal

# 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 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, sporting groups currently include a running club and weekly staff football matches.



“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



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 providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.**

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App; allowing for instant savings on everyday high street brands.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for the Accord Multi Academy Trust can be found here:

<https://accordmat.org/working-for-our-trust/>



#### Employee Engagement Platform - Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement App with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary sacrifice schemes and healthcare cash plans.



#### Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



#### Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



#### Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with O2 or further discounts, courtesy of Discount for Teachers, for example.

# WHY WORK AT OSSETT ACADEMY?

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- 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.
- 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 a 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.





"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

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**Ben**  
Teacher of PE &  
Post-16 Head of Year



"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!"

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**Lyndele**  
Curriculum Leader Art,  
Design & Technology



ADVERT

# HEALTHCARE ASSISTANT

Scale 3, £7,515 to £7,652 per annum (actual salary)

Term Time Only + 5 Inset Days,

15 hours per week (Monday and Tuesday)

To Start As Soon As Possible

Ossett Academy & Sixth Form College are seeking to appoint a part time (job share) Healthcare Assistant to provide first aid, medical and health care support to pupils on a daily basis.

The successful applicant will be required to have the ability to apply emotional resilience on a day-to-day basis, dealing with pupils and parents/carers, where required. Successful candidates must be able to communicate effectively with all colleagues and pupils alike. This role represents a great opportunity within a friendly, positive and professional academic environment.

This position is available on a permanent job share basis, working 2 days a week (Monday and Tuesday) with a 30-minute unpaid lunch break each day.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have 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.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit prior to applying. We offer a supportive work environment with a dedicated and approachable central operational team and an educational strategy group who will work with you in order for you to reach your career goals and aspirations.

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.



**Closing Date:** Monday 05 June 2023 at 9.00am

**Interviews likely to be held:** Week commencing 05 June 2023

Application forms are available from <https://accordmat.org/vacancies/>

Completed application forms to be returned to [hr@accordmat.org](mailto:hr@accordmat.org).

Based on the quality and quantity of applications received, Accord Multi Academy Trust reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

We are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

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: Healthcare Assistant</b>	<b>Grade: Scale 3</b>
<b>Department: Student Services</b>	<b>Accountable to: Assistant Principal</b>
<b>Contract: Permanent, Term Time Only plus 5 Insets</b>	<b>Responsible for: N/A</b>

### **Overall Purpose of the Job:**

- Provide first aid, medical and health care support to students on a daily basis and to staff as required.
- Provide cover at the Student Support Service reception desk during times of absence.
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- Support SEN Students with Toileting, Physiotherapy and any other health care needs

### **Key Areas of Responsibility:**

#### **First Aid Responsibilities:**

- Take daily responsibility for the provision of first aid treatment to students and as required, staff and visitors, ensuring first aid supplies are well maintained and evenly distributed across the academy, seeking advice from the PA to the Headteacher as First Aid budget holder.
- Take daily responsibility for personal and intimate care of SEN Students requiring support.
- Take daily responsibility for the provision of prescribed medicine to students diagnosed with medication conditions, for example, student with epilepsy, diabetes etc., in line with the agreed care plan.
- Work alongside the Academy Nurse and Physiotherapist to agree and deliver appropriate care plans for students with medical needs, liaising with the SENCO for these students with additional needs.
- Record all accidents relating to students, reporting to the Duty Manager or SLT in serious cases, when an accident may need reporting under RIDDOR.
- Liaise with parents as required if a child has suffered an injury because of an accident around the Academy. (NB It is the responsibility of the classroom teacher should the accident have occurred during lessons).
- Produce a monthly health and safety report under the guidance of the Business Operations Manager.
- Provide regular reports with guidance from line manager, for the Senior Leadership Team.

#### **Administration Responsibilities:**

- Undertake student reception duties, answering routine telephone calls and dealing with a wide variety of requests throughout the day from students (e.g. issue ties, equipment, and answer general queries) when providing cover for absence of the Admin Team.
- Take and relay messages for students, assessing when an urgent response is required or a Senior Leader needs to be informed.
- Ensure lost student property is stored until removal is approved by the Business Operations Manager.
- Maintain manual and computerised first aid and physiotherapy records in a timely manner.
- Undertake clerical duties including operating office equipment e.g. photocopier, fax, franking machine, as required.
- Keep the student reception area orderly, tidy and safe in order to ensure a warm welcome for all.

#### **Care, Guidance and Support Responsibilities:**

- Liaise with the Immunisation team regarding immunisations for students.
- Be aware of and support difference and ensure equal opportunities for all.

### **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Ossett Academy.
- 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 Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies 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>	GCSE in Maths and English at Grade C or above.  First Aid qualification	A/I	Database Management	A/I
<b>Experience:</b>	Relevant experience of working as a Receptionist, dealing with the public/customer service.  Experience of providing first aid provision.	A/I	Experience of delivering care including physio and personal and or intimate care.	A/I
<b>Knowledge and Statutory Requirements</b>	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.  Knowledge of child protection.  Knowledge in the administration of prescribed medicines.  Must be able to assess urgency of any given situation, on a daily basis, to ensure a satisfactory outcome is achieved for the Academy, students, parents/carers, and staff.	A/I		A/I
<b>Planning, Organisation and Mental Challenge:</b>	Ability to apply emotional resilience on a day to day basis, dealing with students and parents/carers, where required.	A/I		
<b>Interpersonal &amp; Communication:</b>	Excellent interpersonal and communication skills will be required	A/I		
<b>Physical Skills and Demands:</b>	The jobholder will be required to use a keyboard to accurately input information with speed, precision and accuracy.  The jobholder will be able to refer any difficult problems for solution to a Line Manager.  Although this role is office based, the jobholder may be required to attend to students who are wheelchair users, aiding students to walk, toileting and physio, etc.	A/I		

<b>Initiative &amp; Independence</b>	Ability to work using own initiative, be able to resolve problems where possible.	A/I		
<b>Emotional Challenge and Resilience:</b>	The jobholder may be required to apply resilience when dealing with emotions/challenges from students and/or staff on a regular basis	A/I		
<b>Philosophy and Commitment</b>	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p> <p>Commitment to inclusion so all students have access to a full Academy life</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b>Personal qualities:</b>	<p>Ability to be reflective and self-critical</p> <p>Proactive and self-motivated</p> <p>Flexibility, creativity and ability to think laterally</p> <p>Resolution and problem solving.</p>	I		

**Responsibilities**

**Responsibility for People:**

The job involves considerable direct impact on the well-being of students through implementing first aid regulations which have a direct impact on the health, safety and wellbeing of students.

**Responsibility for Policy Developments:**

The jobholder will give advice and guidance in relation to policies regarding medication in the academy and other policies in relation to student support.

**Responsibility for Student Outcomes:**

This job involves limited impact on the educational outcomes of students.

**Working Conditions:**

Flexibility to work outside of normal hours when required, to suit the needs of the Academy, and as agreed with the line manager from time to time.

**Main Contacts:**

The jobholder works in an environment which there is some exposure to student/parent/carer related issues on a daily basis.

**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:** January 2022

**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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