



# MIDDLESTOWN PRIMARY ACADEMY RECRUITMENT PACK









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# DEAR APPLICANT

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Thank you for your interest in Middlestown Primary 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 Middlestown Primary 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.

Middlestown Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

We believe that the child is the centre of everything we do and we have tried to create a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all, enjoy coming into school. We have enthusiastic, caring and professional staff who work hard to ensure this happens.

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 Horbury 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.

I am extremely proud to lead Middlestown Primary Academy and to work alongside such a talented body of children 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.

**Hannah Young**

**Head of Academy**



## WHY MIDDLESTOWN PRIMARY

- Middlestown Primary Academy is a mixed, 3-11 primary academy, situated on the outskirts of Wakefield.
- Middlestown Primary converted to academy status in December 2016 and joined the Accord Multi Academy Trust at the same time.
- The academy is situated in Middlestown, a small village located between Wakefield and Huddersfield, a close knit community.
- We are immensely proud of our academy, staff and pupils and strongly believe that all pupils are entitled to experience the full breadth of learning and education.
- We encourage all pupils to demonstrate the academy's 'I CARE' attributes; I am reflective, Collaborative, Ambitious, Resilient and Enthusiastic.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We provide an exciting, broad and balanced curriculum which displays continuity and progression.
- We are delighted to offer an extensive extra-curricular and enrichment programme including Residential Trips, professional visitors into school and sporting competitions and events.
- Visitors frequently comment on our calm, caring and supportive atmosphere.
- The Academy has very strong links with the local community in Middlestown and other local primary schools in the area.





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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 & 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?

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 biennial 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



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# ADVERT

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## TEACHING ASSISTANT (SEN)

Grade 4, £7,620 to £7,772 per annum (actual salary)

17.5 Hours Per Week, Term Time Only  
To Start April 2021

At Middlestown Primary we take great pride in educating children in a friendly, challenging, exciting and purposeful environment. We work with determination to help all children achieve their potential. We currently have a vacancy for an SEN Teaching Assistant to join our support team.

This post is to specifically assist with an SEN child, and will cease when the child no longer requires assistance or leaves the Academy. Experience relating to SEN, Downs Syndrome and Diabetes would be highly desirable.

You will attend to the pupil's learning, personal needs and provide general support in managing pupils in the classroom. You will be required to have the ability to use your own initiative when responding to the needs of individual children, and excellent interpersonal skills.

We are a school with a friendly staff and lovely children and we encourage all staff members to play an active role in the wider part of the school.

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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](mailto: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](mailto:hr@accordmat.org).

**Closing Date: Monday 15 March 2021 at 9.00am.**

**Interviews are expected to be held week commencing 22 March 2021.**

**Middlestown Primary Academy 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 DESCRIPTION

**Job Title:** Teaching Assistant (SEN)

**Grade:** Grade 4 (SCP 5-6)

**Reporting to:** Head of Academy

**Location:** Middlestown Primary Academy

**Overall Purpose of the Post:**

Under the direction and supervision of a teacher or line manager (e.g. Higher Level Teaching Assistant), to support pupil's learning, to attend to pupils' personal needs and to provide general support in managing pupils and the classroom.

Requirements for the post.		
	Essential	Desirable
<b>Qualifications/ Training</b>	GCSE English and Maths Grades C or above.  NVQ Level 2 Numeracy/ Literacy or equivalent.	<ul style="list-style-type: none"><li>Support Work in Schools (S.W.I.S.) Level 2 / 3.</li><li>Supporting pupils with S.E.N. Level 2 or 3 qualification</li></ul>
<b>Knowledge</b>	Good numeracy/literacy skills	<ul style="list-style-type: none"><li>Understanding of EHCP and My Support Plans.</li><li>Experience of working in Foundation Stage or Key Stage One</li><li>Speech and language interventions.</li><li>Phonics / ELS</li><li>Appropriate knowledge of First Aid</li><li>Use of Technology e.g. ICT.</li><li>Child Protection issues</li><li>Health, Safety &amp; Security issues.</li><li>Data Protection issues.</li></ul>
<b>Experience</b>	Experience of working with children with SEN	Working or caring for children with autism.
<b>Skills</b>	Effective use of resources	
<b>Competencies and other skills required</b>	The ability to relate well with children and adults. The ability to be flexible and work as a member of a team.	

### **Key Outcomes/ Activities**

- To provide general support with learning activities (e.g. literacy, numeracy, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist pupils in using resources, e.g. ICT.
- To assist with the maintenance of equipment and resources.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- 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 report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the 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 teacher or line manager.
- 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.

Other duties commensurate with the grade of the post as directed by the Head of Academy.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders 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.

### **Characteristics of the post:**

The ability to occasionally attend meetings as required by the Head of Academy / Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications.
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)



**Please note: If you are not a British or Irish citizen, from 01 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.**

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

**Date completed: February 2021**

