



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

# PASTORAL YEAR LEADER

Scale SO1, £27,501 - £29,205 per annum (actual salary)

Recruitment & Retention Allowance considered for outstanding candidate

37 Hours Per Week, Term Time Only + 5 Insets + 10 Days

To Start As Soon As Possible

Ossett Academy & Accord Sixth Form are seeking to appoint an outstanding Pastoral Year Leader to join the wider academy pastoral team. Applicants must be dedicated and enthusiastic as they will act as a figurehead for a designated year group, ensuring that pupils reach their full potential both academically and pastorally.

You will be required to lead on pupil welfare and pastoral care for your designated year group and play an active role in the strategic planning and decision making relative to your pupils and role focus. This is an extremely rewarding, demanding and varied role, you should possess excellent interpersonal skills, establishing constructive relationships with staff, parents and pupils. You will be an excellent communicator, have sound analytical skills, be flexible in your approach in order to help every pupil succeed.

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 us on 01924 282748.



**Closing Date: Sunday 16 April 2023**

**Interviews likely to be held: Friday 21 April 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:</b> Pastoral Year Lead	<b>Grade:</b> SO1
<b>Department:</b> Pastoral Support	<b>Accountable to:</b> Vice Principal/Operational Inclusion Manager
<b>Contract:</b> Permanent, Term Time + 5 Insets + 10 Additional Days	<b>Location:</b> Designated Secondary Academy

#### Overall Purpose of the Job:

- Lead on the use of available data to inform the actions necessary to ensure that all students in designated year group reach their full potential both academically and pastorally.
- Act as figurehead for designated year group, leading assemblies, organisation of Parents' Evenings and after-hours meetings where the important relationship between the Academy and home is at the forefront of activities taking place.
- To play an active role in the strategic planning, leadership and decision making for the Academy and to liaise with the relevant teams across the Academy to monitor attendance, rewards and success and to foster positive competition between form groups.
- To encourage students to interact and work cooperatively and engage all students with their learning.
- To lead on student wellbeing and pastoral care for students in designated year group.
- Maintain, develop and create working relationships with all Academy stakeholders to continue Academy improvement and to make key decisions in this regard.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the health, safety and wellbeing of students.

#### Main Tasks

- Develop and employ bespoke intervention strategies (via Pastoral Support Plans) with individuals / groups of students; and ensure that data is used effectively within individual form groups.
- Be an active member of the On-Call Team and follow the On-Call timetable as well as investigating any reported issues.
- Hold CAF and attend CIN Meetings as needed
- Act as the Anti-Bullying lead for identified year group
- Identify students who require further interventions (behaviour, attendance, safeguarding).
- To arrange and attend parental meetings in response to reports from staff, behaviour logs and round robins.
- To monitor the achievement and progress of designated year group and provide evidence that these strategies have impact.
- Build and maintain a culture of achievement, responsibility and respect within designated year group and monitor On Call for that year group.
- Liaise with Form Tutors for designated year group on a regular basis to discuss issues pertaining to the year group i.e. standards of uniform, behaviour and attendance.
- Liaise with SLT and designated line manager to ensure effective regular learning conversations are taking place; and that data is used successfully within individual Form Groups.
- Lead assemblies and ensure that they promote House competitions and are used to support whole Academy and community-specific priorities.
- Lead on arrangements for Parents Evenings and other events for designated year group.
- Attend Raising Standards and RAG meetings and work alongside Academy leaders on intervention strategies for key cohorts and liaise with colleagues on the Academy's Supporting Success events and agenda.
- Visit lessons within the designated year group and Period 1 regularly to build positive relationships with members of designated year group.
- Contribute as may be required to an area of Academy wide focus as directed by line manager and/or the Headteacher.
- Through positive relationships with students in the year group, identify barriers to learning that may affect individuals and work closely with Curriculum Leaders and Academy leaders to address these barriers through a number of strategies.
- Liaise with Education Welfare Officer and Child Protection Officer on a regular basis.
- Support students and families with low level concerns, usually held at CAF/CIN taking the Lead Professional role if required.

#### Attendance

- Develop and employ bespoke intervention strategies targeting attendance with individuals / groups of students; and ensure that data is used effectively within individual form groups.
- To work with Academy attendance colleagues, form tutors and the SLT link to monitor year group attendance and to collaboratively develop strategies to prevent persistent absence.
- Analyse and follow up attendance patterns in conjunction with the EWO.
- Attend parental/carers and EWO meetings regarding attendance issues as may be required.

**Student Records**

- Use data provided to identify and implement interventions for students and families.
- To work collaboratively with the data team to monitor progress of key groups of students within designated year group.
- To monitor and act upon the student behaviour log and exclusion data.
- To maintain accurate, timely and detailed records of all work undertaken with targeted students, their families/carers and other agencies.

**Administrative Support**

- Work with admin support to pull key data for behaviour and attendance.
- Complete intervention logs for the most challenging cohorts and update regularly.
- Draft and produce documents as and when necessary to a professional standard and in a timely manner.
- Complete official paperwork such as FTE documents accurately and in a timely manner.
- Ensure that all correspondence being sent from the Academy is of a high standard, is accurate and has been quality assured before it is sent home.
- Make use of email and internet for communication and research.

**Liaison with Students/Parents/Carers**

- Work with students during the day in a caring and professional manner.
- Support colleagues in meetings with parents/carers who may be challenging.
- Liaise with parents/carers regarding serious breaches of Academy expectations (i.e. re-integration meetings).
- Visit lessons and support identified students specific to their needs.
- Actively encourage students to participate in the life and activities of the Academy.
- Make contact with parents/carers and arrange for students who are ill to be sent home.
- Liaise with the School Nursing Service regarding students who require Health Care Plans.
- Give clear and consistent messages regarding the Academy's policies and practice to students, parents/carers and members of the Academy community.

**Child Protection**

- Act as deputy safeguarding lead for designated year group, be fully aware of safeguarding issues/indicators and report any appropriate information to a Designated Safeguarding Lead immediately. Use CPOMs to record and monitor incidents.
- Work closely with Academy safeguarding colleagues and the Mental Health Professionals to ensure student welfare is at the centre of the work carried out.

**General Academy Responsibilities**

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Headteacher, in consultation with the post-holder.
- To participate in continual professional development and annual reviews of personal performance, undertaking necessary training as required.
- The post-holder's duties must, at all times, be carried out in accordance with the 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 as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- Contribute and uphold the vision and ethos of the designated Academy and Accord MAT
- Recognise own strengths and areas of expertise and use them to inspire, advise and support others
- Promote teamwork within the team, working in partnership to ensure effective working relations
- Treat all users of the academy with courtesy and considerations
- Be aware of, and comply with, all academy and Accord MAT policies at all times.

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.

## 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>	Level 4 Qualification in an appropriate subject area or ability to demonstrate equivalent level of experience and/or knowledge GCSE English and Maths at Grade C or above or equivalent To hold, or be willing to undertake, a recognised first aid qualification.	A/I  A/I A/I	Certificate of Safeguarding lead (DSL) training	A/I
<b>Experience:</b>	Experience of directing others including other colleagues Experience of developing change strategies according to student need Experience of dealing with students that may demonstrate challenging behaviour Experience of pastoral work within a secondary environment	A/I	Experience of working with colleagues in other teams or from other institutions Attending recent and relevant in-service training Experience of working with large groups of children/students in a formal setting	A/I  A/I  A/I
<b>Knowledge, Skills, Experience and Behaviours</b>	Ability to communicate Academy vision and ethos Full working knowledge of relevant policies / codes of practice /legislation Knowledge of child protection procedures Thorough understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety Needs to be first aid trained or willing to undertake	A/I  A/L A/L  A/I		
<b>Planning, Organisation and Mental challenge:</b>	Ability to organise, lead and motivate significant numbers of others i.e. students and colleagues Ability to work flexibly and constructively as part of a team, understanding Academy roles and responsibilities and own position within these Ability to self-evaluate, reflect and change strategies according to student need	I  I  A/I		
<b>Interpersonal &amp; Communication</b>	Ability to make lively presentations to a significant number of other people/colleagues/students Ability to manage difficult conversations with a range of audiences including students, parents/carers, colleagues and external contacts Ability to produce written reports and present to other colleagues as may be required	A/I  A/I A/I		
<b>Physical Skills and Demands:</b>	Proficient in the use of Microsoft Office and other systems e.g. Facility, CPOMS or similar Ability to extract data from Academy systems/records, and analyse data to formulate action plans	A/I  A/I		
<b>Initiative &amp; Independence</b>	Innovative and willingness to take risks Ability to self-manage workload. Ability to work autonomously and flexibly. An effective team member Ability to influence strategic decision making.	A/I A/I A/I A/I A/I		

<b>Emotional Challenge and Resilience:</b>	Ability to demonstrate emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline	A/I		
<b>Philosophy and Commitment</b>	An interest in educational issues. A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities. A personal commitment to lifelong learning and continuous professional development. Commitment to high standards, best value and continuous improvement. Commitment to inclusion so all students have access to a full Academy life.	A  I  A/L  I		
<b>Personal qualities</b>	Excellent leadership skills. Team builder. Ability to be reflective and self-critical. Enjoys working with young people. Proactive and self-motivated. Flexibility, creativity and ability to think laterally. Stamina and a capacity for hard work. Resolution and problem solving. Effective time management.	I  I  I  I  I  A/I  I		

**Working Conditions:**

The post holder will regularly be subject to exposure to disagreeable or unpleasant people related behaviour.  
The post involves contact with people which through their circumstances or behaviour may place emotional demands on the post holder.  
The post is Monday to Friday, 37 hours per week, term time only plus 5 insets, plus 10 additional days throughout the course of the academic year to provide additional capacity and flexibility to lead on evening events, after school meetings and follow up on any urgent matters arising.  
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.

**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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