



OSSETT ACADEMY

# RECRUITMENT PACK



OSSETT ACADEMY



A MEMBER OF  
**Accord**  
MULTI ACADEMY TRUST

# 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 provide the following benefits for employees:

- An opportunity to collaborate with colleagues across our academies, within the central Trust teams, and where appropriate with other schools or 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 Wakefield local authority district.
- 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.





# 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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**Lyndeale**

Curriculum Leader Art,  
Design & Technology

ADVERT

# DATA MANAGER

Scale SO1/2, £30,151 to £34,723 per annum  
37 Hours Per Week / Full Year / Permanent  
To Start As Soon As Possible

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Ossett Academy & Accord Sixth Form are seeking to appoint an efficient and proactive Data Manager to lead on all aspects of data collection and analysis across the Academy and Sixth Form.

The successful candidate will need to demonstrate attention to detail and accuracy of information and presentation, evidence strong analytical skills and a willingness to work as part of the wider academy and Trust teams in support of the provision of timely, efficient and practical data solutions.

You must be suitably qualified with excellent analytical skills, demonstrable organisational and leadership skills. You will be required to support the curriculum planning and costing process and hold responsibility for the day-to-day operation of the Academy's Information Management System to ensure that all data, assessment and curriculum information is up to date.

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:** Thursday 02 February 2023 at 9.00am

**Interviews likely to be held:** Week Commencing 06 February 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> Data Manager	<b>Grade:</b> S01/2
<b>Department:</b> Data Team	<b>Accountable to:</b> Designated Senior Leader
<b>Contractual Terms:</b> Permanent, Full Time, Full Year	<b>Responsible for:</b> Timetable & Data Officer

**Overall Purpose of the Job:**

- Support the curriculum planning and costing process, including timetabling using information from the Senior Leadership Team.
- Responsible for the day-to-day operation of the Academy's Information Management System, ensuring all data, assessment and curriculum information is up to date across the Academy and Sixth Form.
- Provide pupil/student assessment and progress reports on a regular basis for the Senior Leadership Team, Teaching Staff, students/pupils, parents and carers.
- Line manage the Timetable & Data Officer and ensure the day to day operations of systems, all data, assessment and curriculum information is accurate and up to date.
- Provide statutory data for external bodies including the DfE and Local Authority ensuring it is accurate and submitted on time.
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

**Key Outcomes/Activities:**

**Data and Assessment Responsibilities:**

- Manage the flow of relevant student/pupil data between the Academy and all outside agencies.
- Responsible for the Academy's MIS and the integrity of the data held within it.
- Responsible for the leadership, planning, development, design, organisation of whole data management systems, procedures and policies to meet Academy and Sixth Form needs.
- Take the lead in the use of data and MIS systems in the Academy and Sixth Form in raising standards and performance across the Academy and Sixth Form.
- Advise the Principal/Senior Leadership Team in reporting to outside agencies and Governors in target setting and detailed analysis of Academy and Sixth Form performance.
- Provide training to staff as required on use of systems and data analysis.
- Responsibility for the creation of the Academy Census for the DfE three times a year, liaising with relevant staff (e.g. SENCO, Attendance Officer).
- Develop and monitor Management Information Systems as required.
- Advise the SLT in relation to deadlines for data requirements for the Academy and Sixth Form.
- Manage and develop academic, behavioural and report databases, spreadsheets or equivalent.
- Creation of strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance, as part of the whole Academy self-evaluation process, and provide reports to SLT.
- Manage the day to day business of the Data Team, ensuring all data is entered efficiently and accurately.
- Oversee the collection, creation, the entry and publication of assessment data.
- Produce a variety of student/pupil progress reports for staff, parents/carers and external agencies (i.e. LA, DfE) on a regular basis.
- Import data and provide detailed analysis, produce reports/information, undertaking appropriate interrogation and report generation.
- Maintain, develop and regularly access the Academy's data handling procedures and systems making recommendations to SLT.
- Support the Senior Leadership Team in the delivery of the Academy / Trust Assessment Calendar, ensuring all reports are published in time.
- Monitor the quality and completeness of data input into the Academy information systems and propose effective action to remedy any problems that may arise.

**Curriculum Responsibilities:**

- Maintain and produce with the Timetabling & Data Officer the Academy and Sixth Form's curriculum, facilitating timetables for all teaching and classroom based staff.
- Working with the Timetabling & Data Officer, manage all aspects of the scheduling of the Academy and Sixth Form's timetabling including the production of set lists, student/pupil and staff timetables.

**Middle Leadership Responsibilities:**

- Hold regular meetings with line managed staff.
- Appraise the Timetabling & Data Officer completing annual appraisals, identifying and meeting training needs, ensuring staff are customer focused, friendly and helpful at all times.
- Work collaboratively with other Trust colleagues and Data colleagues at other secondary academies within the Trust.

**General Academy Responsibilities:**

- Contribute to and uphold the vision and ethos of Ossett Academy & Accord Sixth Form.
- 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.
- Willingness and commitment to own professional personal development.
- 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>	<p>Educated to Degree level or ability to demonstrate equivalent level of knowledge and/or skills relative to job role</p> <p>ICT qualification (relating to data)</p> <p>ICT qualification relating to timetabling (E.g. NOVA T)</p>	A/I	Relevant qualification for data management	A/I
<b>Experience:</b>	<p>Considerable experience of Academy/School Management Information Systems.</p> <p>Experience of managing a team.</p> <p>Experience of MS Office products, Excel, Access databases.</p>	A/I		A/I
<b>Knowledge and Statutory Requirements:</b>	<p>Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.</p> <p>Substantial knowledge and understanding of the statutory requirements in relation to Data Protection.</p> <p>Ability to interrogate, analyse and present complex data to a range of audiences</p> <p>Considerable knowledge of ICT and Data systems/databases.</p>	I	Knowledge of Secondary School curriculum models.	
<b>Planning, Organisation and Mental Challenge:</b>	<p>Excellent time management and problem solving skills.</p> <p>Ability to develop strategies, analysing and interpreting the requirements of the curriculum.</p> <p>The jobholder is required to be able to analyse and interpret varied and highly complex information or situations to produce solutions.</p>	A/I		
<b>Interpersonal &amp; Communication:</b>	<p>Highly developed interpersonal and communication skills, communicating complex, contentious and confidential information to SLT and/or non-specialists.</p> <p>Ability to present at full staff meetings/briefings</p> <p>Excellent technical and organisational skills with a high attention to detail.</p>	A/I		
<b>Physical Skills and Demands:</b>	<p>Excellent keyboard skills, including both precision and speed, in order to produce accurate, timely analysis information as well as</p>	A/I		



	keep information on all students/pupils up-to-date, to support the Academy's achievements.			
<b>Initiative &amp; Independence:</b>	Ability to work on own initiative and be able to prioritise work of the Data team, as well as own work requirements.	A/I		
<b>Emotional Challenge and Resilience:</b>	The jobholder may be required to apply some emotional resilience.	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>	I		
<b>Personal Qualities:</b>	<p>Ability to be reflective and self-critical.</p> <p>Enjoys working with young people.</p>	I		

#### **Responsibilities for Resources:**

##### **Line Management Responsibilities**

Timetabling & Data Officer.

##### **Financial Responsibilities**

The job involves some responsibility for designated budgets.

##### **Physical Resources**

Substantial responsibility for the design and development of student/pupil information systems together with the safe storage and confidentiality of all student/pupil information contained therein.

Substantial responsibility for the design, development and maintenance of various sources of management information and systems.

**Responsibility for People:** The job involves direct contact with students, pupils, parents/carers, staff, senior leaders, external agencies including DfE, LA and Ofsted.

**Responsibility for Policy Development:** The job involves some direct responsibility for policy development relative to job role.

**Responsibility for Student Outcomes:** The job has limited direct impact on the educational outcomes of students/pupils.

**Working Conditions:** The jobholder works in a normal office environment within the Academy.

**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:** June 2021

**Signature of Jobholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



OSSETT ACADEMY



Ossett Academy  
Storrs Hill Road  
Ossett  
West Yorkshire  
WF5 0DG

Email: [enquiries@ossett.accordmat.org](mailto:enquiries@ossett.accordmat.org)  
Telephone: 01924 232820  
[ossett.accordmat.org](http://ossett.accordmat.org)