



OSSETT ACADEMY

RECRUITMENT PACK



OSSETT ACADEMY



DEAR APPLICANT

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?

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.”

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.”

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?

- 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."

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!"

Lyndeale

Curriculum Leader Art,
Design & Technology



ADVERT

SEN LEARNING MANAGER

Scale 6, £23,703 to £25,519 per annum (actual salary)
37 Hours Per Week, Term Time Only + 5 Insets
To Start As Soon As Possible

Ossett Academy are seeking to appoint to the role of SEN Learning Manager to deliver planned intervention to identified groups of students, assess and record student progress and provide feedback to students, staff and parents/carers. The successful applicant will advise and guide SEN Learning Mentors under the direction of the SENCo to support in the effective delivery of Education Health Care Plans and wider SEN provision at the academy.

The successful applicant will be required to deputise for the SENCo as and when required.

In this varied role applicants will be required to demonstrate flexibility, have experience of working with vulnerable/challenged/challenging children and young people and the ability to communicate effectively with colleagues and students alike.

At Ossett Academy we strive to create an environment where students enjoy learning and are given the opportunity to stretch themselves both academically and also through a wide range of other extra-curricular activities. Our success is founded on traditional values set in a warm, friendly environment.

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 or call 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.

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.



OSSETT ACADEMY
CREATING OPPORTUNITIES. ACHIEVING EXCELLENCE.



Job Title: SEND Learning Manager	Grade: Scale 6
Department: SEN	Accountable to: SENCo
Contractual Terms: Permanent & Term Time Only + 5	Responsible for: Learning Mentors as directed by SENCo

Overall Purpose of the Job:

Deputise for the SENCo as required (excluding long term absence), when the SENCo is teaching for example or when out of the Academy;

Lead on writing and reviewing Education Health Care Plans (EHCPs), My Support Plans (MSPs) and One Page Profiles (OPPs) as directed by the SENCo

Advise and guide Learning Mentors to assist the SENCo with effective delivery of Education Health Care Plans (EHCPs), My Support Plans (MSPs) and One Page Profiles (OPPs);

Deliver planned intervention to identified groups of pupils, assessing and recording pupil progress, providing feedback to pupils, staff and parents/carers;

Assist in coordinating support within the Curriculum for SEND pupils;

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:

To assist the SENCO in ensuring all SEND pupils are identified, assessed and needs are met within the academy setting.

Administrative support for the SENCo and SEN Team.

Teaching and Learning Responsibilities:

Lead the planning and delivery of a designated aspect(s) of curriculum to support pupils identified as requiring additional support at KS3 and KS4.

Deliver small group intervention packages to address specialised needs such as understanding social, emotional, communications and relationship needs.

Assist and/or lead in the delivery of access arrangements for the academy.

Organise and manage appropriate resources in relation to in class support / provision.

Develop and implement one page profiles and support on MSP, EHCP, and Pen Portraits.

Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.

Ensure department resources are differentiated, up to date, easily accessible and well maintained.

Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

Support the role of parents/carers in pupils' learning, making contact as required and attending Parents' Evenings (where required) to provide constructive feedback on pupil progress/achievement, etc.

Assist in delivering local and national learning strategies, e.g. literacy, numeracy, KS3, KS4, KS5

Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Select and prepare resources necessary to lead learning activities, taking into account pupils' interests and language and cultural backgrounds.

Advise on appropriate deployment and use of specialist aids/resources/equipment.

Analyse data, identify and track pupils' progress reporting to SENCO as appropriate.

Care and Support Responsibilities:

Promote care, guidance and support to pupils as required to ensure their health, safety and well-being in the Academy.

Identify with appropriate support, cohorts of pupils requiring interventions, planning and delivering on an agreed programme.

Plan and deliver on challenging interventions for KS3 SEN learners within a nurture group provision.

Plan and deliver on the transition of pupils with SEN joining the Academy either from Primary school or as in-year admissions through SENART.

General Academy Responsibilities

Contribute to and uphold the vision and ethos of Ossett Academy, undertaking duties around the site and in specific SEN areas.

Be an active participant and leader of training and CPD.

Recognise own strengths and areas of expertise and use these to advise and support others.

Promote teamwork within the department, 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
Qualifications:	<p>Maths and English GCSE Grade C or above</p> <p>A level in a specific subject – ideally a core academy subject</p> <p>NVQ Level 4 or ability to demonstrate equivalent level of knowledge through experience in a relevant setting</p>	A/I	<p>Specialist skills in curriculum or learning area (bilingual, sign language, ICT).</p> <p>Teaching qualification</p> <p>Degree educated</p>	A/I
Experience:	<p>Considerable experience in a classroom as either a teacher or support role, supporting pupils in a school/Academy environment.</p>	A/I	<p>Experience of specialist training in curriculum of learning area.</p>	A/I
Knowledge and Statutory Requirements:	<p>Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.</p> <p>Considerable knowledge of national curriculum teaching and specialised subject area.</p> <p>Good knowledge of differentiation.</p> <p>Must be able to apply practical knowledge in relation to statutory regulations.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Knowledge of First Aid</p> <p>De-escalation techniques and handling</p> <p>Safeguarding</p>	A/I
Planning, Organisation and Mental Challenge:	<p>Excellent organisation skills ability to solve difficult problems.</p>	A/I		
Interpersonal & Communication:	<p>Developed interpersonal and communication skills related to challenges of individual pupil requirements.</p>	A/I		
Physical Skills and Demands:	<p>Will be expected to use IT to create and update pupil records.</p>	A/I		
Initiative & Independence:	<p>Job Holder will be expected to use own initiative whilst working to prepare teaching plans.</p> <p>Will work independently with pupils but has access to a line manager for advice and guidance</p>	A/I		
Emotional Challenge and Resilience:	<p>The jobholder will regularly be required to apply emotional resilience to challenges from pupils whilst undertaking job role, in line with the Academy ethos.</p>	A/I		

Philosophy and Commitment:	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.		
Personal Qualities:	Ability to be reflective and self-critical.		
	Enjoys working with young people.		

Responsibilities for Resources:

Line Management Responsibilities: No direct line management, however Job holder will be required to direct Learning Mentors as may be required in area of specialism and in relation to their job roles on a daily basis.

Financial Responsibilities: No direct responsibility for financial resources, however Job holder will be required to seek best value in any activities where finance has a bearing and planning use of delegated funding for pupils on specific plans as directed by SENCo

Physical Resources: Responsibility for creating/preparing resources for teaching. Responsible for pupil resources including calculators, protractors, workbooks etc.

Responsibility for People:

Jobholder has a direct impact and responsibility for pupils and their learning, and other learning mentors whilst taking classes.

Responsibility for Policy Developments:

The job involves no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation.

Responsibility for Pupil Outcomes:

The jobholder has a high direct impact on pupil outcomes through intervention. Pupil outcomes are measured on a continuous basis.

Working Conditions: The jobholder may have a considerable exposure to pupil issues, which may include verbal aggression and/or verbal abuse throughout the working day.

Main Contacts: The jobholder liaises with the SENCO, Curriculum Leaders, teachers, other staff, pupils and parents/carers.

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 CRB Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: March 2023

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
Telephone: 01924 232820
ossett.accordmat.org