



**ACCOMPLISH**

MULTI ACADEMY TRUST

# Induction Pack for New Staff

**ACCOMPLISHING  
GREAT THINGS  
TOGETHER**



# Welcome Message from the CEO

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**Welcome to Accomplish MAT –**  
a family of schools united by a  
commitment to care deeply, celebrate  
every individual, and empower staff  
and pupils alike to thrive.

We're delighted you've joined us and look forward to the impact you'll make. This pack is designed to help you feel informed, supported, and inspired as you begin your journey with us.

With warmest wishes,

A handwritten signature in black ink that reads "T. Swinburne". The signature is written in a cursive style and is underlined with a single horizontal line.

**Tracy Swinburne OBE**  
Chief Executive Officer

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# WHO WE ARE

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Accomplish MAT is a growing Trust with a clear moral purpose: to improve life chances for every pupil by supporting exceptional learning and nurturing environments in each of our schools.

## **CENTRAL TEAM**

**Tracy Swinburne OBE**

CEO

**Yvonne Wells**

Chief Operating Officer

**Sally Fozzard**

Chief Finance Officer

**Jo Duncan**

Finance Manager

**Vicki Moss**

Central Services Manager

**Damian Rady**

Trust Premises Manager

**Sally Mayman**

English Hub Lead & School Improvement

**Leah Charlesworth**

English Hub Lead & School Improvement

**Emma Bairstow**

Art Strategic Lead

**Debbie Smitton**

Early Reading Lead from RWI

# OUR PRINCIPLES

Accomplish is characterised by its passionate and unrelenting drive to ensure that every one of its children, irrespective of their starting point makes extraordinary progress in all areas, achieves exceptional standards and realises their huge potential within schools where best practice is commonplace. We strongly believe that EVERY child can accomplish excellence and that it is our role to celebrate their uniqueness & empower them to achieve their very best.

To achieve these aims, we have three principles & values which we will all have in common:



The Trust is committed to developing the whole child so that they know what they care about in life and what drives them so that they are prepared for now and their future and know how they can contribute to making society a better place.

The Trust will do this by offering them a first-class education within each individual academy, and by offering outstanding enrichment opportunities which will offer them unique experiences and see them stand apart from others.

# OUR VALUES

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We **empower** each other to work hard and accomplish greatness.

- Commitment to striving to be the very best we can all be in all that we do. Excellence is our aim for all.
- A relentless commitment to empower teamwork & collaboration.
- Empowering high achievement & celebrating excellence in everything we do.
- Accountability, creativity & entrepreneurial spirit developed in all.
- Building partnerships in our region and across the country in order to empower each other.



# OUR VALUES

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## We **celebrate uniqueness**

- Motivate & promote children & adults' unique qualities.
- Equity, diversity & inclusion are central to ensure we are fair, enact ethical leadership & remove barriers for all.
- Attracting high quality diverse talent to work with our children.
- Celebrating school's unique identities in our communities.
- Championing our children's unique identities so that they will be confident, able to express themselves eloquently and importantly, have the ability to innovate.
- Children & adults will be self-disciplined, resilient and creative, with the agency to offer their uniqueness to the trust and their school.

# OUR VALUES

We **care** deeply about each other

- We care deeply about having the highest expectations of our children and staff, we value teaching and learning at the highest and will have a flexible, positive approach.
- We are as passionate about our staff, as we are about our children.
- We care deeply about collaboration & partnership working as this creates agency for everyone to accomplish great things.
- We care about the quality of our CPD offer for all.
- We care about valuing and celebrating the distinctiveness of our individual communities.
- We care about keeping our children & staff emotionally, physically & mentally safe.

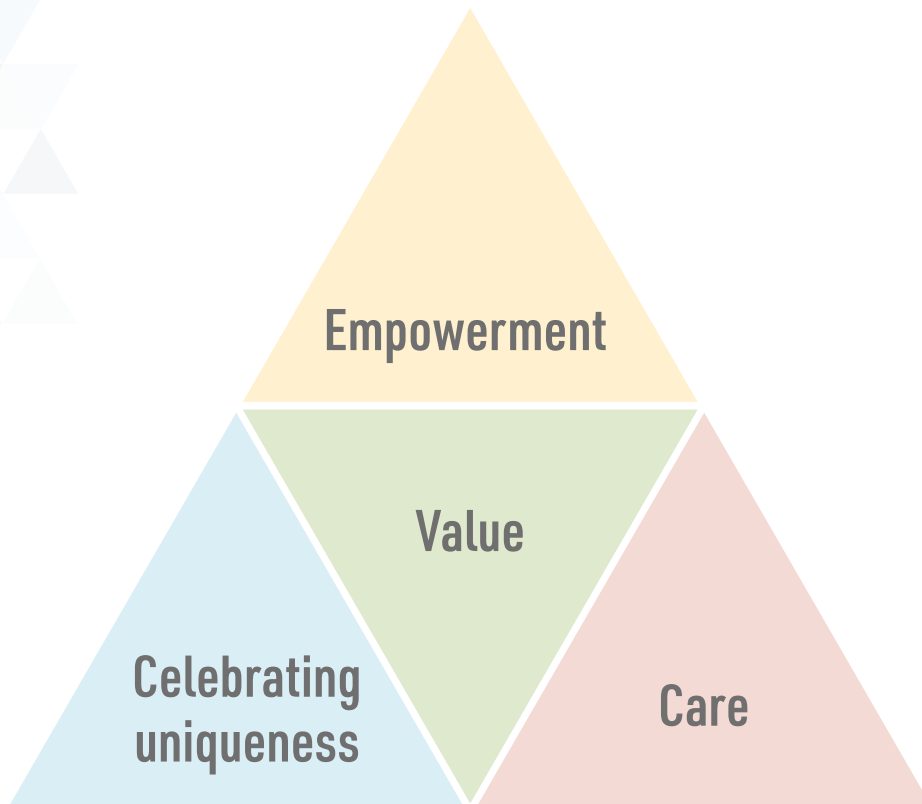


# Your first weeks at Accomplish MAT

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# OUR CORE VALUES



## **Value**

What it means for you

## **Care**

We prioritise wellbeing, kindness, and compassion.

You are never alone - we support each other.

## **Celebrating Uniqueness**

We value diversity of people, ideas, and experiences.

Bring your whole self to work.

## **Empowerment**

We believe in your potential.

We provide tools, trust, and training so you can grow.

## WHAT TO EXPECT IN YOUR FIRST WEEKS

You'll be warmly welcomed at your school and across the Trust. Your induction will typically include:

- A personal welcome from your Headteacher and team
- Introduction to your mentor or buddy
- Tour of your school
- Time to understand policies and expectations
- Space to reflect, ask questions, and settle in

## PRACTICAL INFO

What you'll receive:

- Staff ID / Lanyard
- Email & IT access
- Trust/ school Calendar & INSET dates
- School map & daily routines
- Staff Handbook & key policies

## KEY PEOPLE AND DEPARTMENTS TO KNOW

Name	Role	Contact
<b>Tracy Swinburne OBE</b>	Chief Executive Officer	Tracy.swinburne@amat.org.uk
<b>Andrew Carter</b>	Chair of Trustees	Andrew.carter@amat.org.uk
<b>Human Resources</b>	HR queries	hr@amat.org.uk
<b>Finance</b>	Finance queries	finance@amat.org.uk
<b>Recruitment</b>	Recruitment queries	recruitment@amat.org.uk

## KEY POLICIES TO READ:

- Safeguarding & KCSIE
- Code of Conduct
- Whistleblowing
- Equality, Diversity & Inclusion
- Behaviour (pupil and staff)

## TRAINING & CPD

We're committed to empowering you to grow. Your training pathway will include:

- Mandatory Training: Safeguarding, Prevent, GDPR, H&S on National College
- Role-specific CPD (e.g. curriculum, SEND, leadership)
- Access to Trust-wide CPD & coaching
- Opportunities to lead and contribute across schools

## OUR CULTURE IN ACTION

Here's how we live our values every day:

### Care

We prioritise wellbeing through our staff networks, open-door leadership, and flexible support.

### Celebrating uniqueness

We actively promote diversity, equity, and inclusion across roles and responsibilities.

### Empowerment

We create space for innovation, trust staff to lead, and provide clear routes for career development.

## YOUR VOICE MATTERS

At Accomplish, we want you to feel heard from Day 1.

You'll have access to:

- Staff surveys & feedback loops
- Open channels with leaders
- Opportunities to lead initiatives or join working groups

## A SMALL WELCOME

As a token of appreciation, we're pleased to offer:

- A welcome card from your school team
- A Trust-branded notebook or water bottle
- A coffee on us (voucher inside!)

## KEY LINKS & CONTACTS

- Trust Website: [www.accomplishmat.org.uk](http://www.accomplishmat.org.uk)
- Staff Policies: Provided link by your supporting academy
- Training Portal: National College – provided by Vicki Moss – Central Services Manager
- Wellbeing Resources: Education Mutual [www.educationmutual.co.uk](http://www.educationmutual.co.uk)

## YOUR FIRST WEEK CHECKLIST

	Met your Headteacher / Line Manager
	Completed IT setup and received login details
	Completed mandatory training (safeguarding, etc.)
	Met your mentor / buddy
	Read key policies
	Scheduled your first review meeting
	Explored the Trust website

# Policies & Procedures

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## EQUALITY AND DIVERSITY

The Trust is opposed to all forms of discrimination and committed to ensuring all young people, applicants and employees are respected and treated fairly at all times. The Trust ensures that the services it provides are accessible to all and endeavours to positively encourage and benefit people from disadvantaged groups.

As part of the Trust's ongoing commitment in ensuring equality and diversity across the Trust all staff will be expected to complete a short online Equality and Diversity training session, details of which will be provided to staff by their individual academy.

## CODE OF CONDUCT

By accepting a position with the Trust, you are also agreeing to adhere to our Code of Conduct, a copy of which is issued to all staff annually. This is the Trust's expectation of how staff conduct themselves (both in and out of the workplace) including the manner in which they dress whilst in work. Staff are expected to conduct themselves at all times in such a way that no discredit could be brought upon the Trust. It is important that staff familiarise themselves with the expectations and, where there is doubt, speak to a member of the Senior Leadership Team for clarification. Persistent failure to comply with the standards could lead to potential disciplinary action.

## SICKNESS ABSENCE

You should familiarise yourself with the Trust policies relating to Sickness and Absence. These can be found on the Trust's website or a copy is within your academy.

Your academy will provide you with details of reporting a sickness absence and the procedure you should follow.

If you are absent due to sickness for more than 5 working days, the below table indicates the Trust's 'Keeping in Touch' procedure. This may be amended in individual cases.

### **5 working days to 10 working days**

Academy Line Manager will conduct a welfare call to the employee

### **10 working days to 20 working days**

Academy Line Manager will conduct a welfare call to the employee

### **20 working days to 25 working days**

Human Resources will be in touch to arrange a welfare home visit, if required

Communication will be agreed with you and the Human Resources Department following 25 working days.

If you have a disability or require reasonable adjustments to fulfil your role, your Lead or your Academy Human Resources Business Partner to discuss further.

## POLICIES

All policies referred to in this Induction Guide, along with the Trust's suite of policies, can be found on the Trust's website.

## SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Safeguarding is everyone's responsibility. It is the responsibility of individual employees to be aware of their Academy's DSL and the academy-specific safeguarding procedures in the event that you have a concern. Details are displayed around each academy site and also in academy receptions. Information is also provided on the back of the identification badge.

You will receive your lanyard and identification badge on your first day. However, if you have not yet received your DBS Enhanced clearance, you will be required to wear a visitor's badge and may need to be supervised by another staff member until this check has been received, at which point you will then receive your staff badge and lanyard. Please wear your identification badge and lanyard at all times when on site and do not give it to anyone else to use.

If you lose your identification badge, please inform the Academy Head's admin team immediately to arrange a replacement card and for access rights to be removed from your old card.

Guidance if a student makes a disclosure:

- **Do not** promise confidentiality
- **Do not** question a student in front of other students
- **Do not** interrogate or interview the child
- **Do** accept what you are told – you do not need to decide whether it is true or not
- **Do** listen and be calm; reactions of fear, disgust or anger may confuse or scare the student.

Any disclosures or concerns should be passed to a DSL immediately and directly. If employees are unsure who this is, they should contact the Academy Headteacher.

**Concerns cannot be left and messages must not be left.**

To safeguard both students and employees, please remember these three key things:

1. **Never be on your own with a child e.g. open door policy**
2. **No unnecessary physical contact,**
3. **No social contact, e.g. on social media or giving mobile telephone numbers.**

Full details can be found in the policy located on our website at Trust Policies. Employees must ensure that they have read and understood the policies. Key policies and statutory documents will be issued to you at the Safeguarding Update in September each year (or mid-year if necessary) and you will be expected to attend safeguarding training every year.

## ZERO TOLERANCE

The Trust adopts a zero tolerance policy on harassment, discrimination, bullying or victimisation connected with any member of staff's work, whether this is from parents/carers or other members of staff. The Trust also provides a zero tolerance policy describing how to deal with occurrences if prevention is not possible.

This policy can be found on the Trust's website.

## HEALTH AND SAFETY

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The Health and Safety at Work Act 1974 makes it the legal responsibility of the Trust and its employees to take reasonable care for the health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

Any uncertainty regarding health and safety is to be raised through normal management channels and where necessary, specialist advice and assistance will be obtained.

Your employment is subject to any policies and procedures on health and safety which have been adopted by the Trust.

A Health and Safety leaflet and a Fire safety leaflet was provided to you in your starter pack; a copy will also be given to you during the induction process.

If you have any concerns relating to Health and Safety within the Trust you should speak to your Line Manager/ Health and Safety Lead at your Academy in the first instance.

## GDPR

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It is compulsory for all staff to attend a GDPR training session which will take place at set intervals throughout the year. However, if you start your employment on another date, please contact your Academy Data Protection Lead to arrange a training session.

You will have access to Data and GDPR guidance documents. This area provides essential help sheets to ensure you remain GDPR compliant within your role.

You should familiarise yourself with the Trust's Data Protection and Data Breach policies. If you believe a breach may have occurred within your Academy, please contact your Academy Administration Lead who will arrange a training session.

# Welfare & Development

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## WELLBEING

The Wellbeing Committee was established in 2023-24 in line with the Trust Development Plan (TDP) priority on addressing the wellbeing needs of staff. Significant progress has been made since then in engaging the Trust's senior leaders and staff in the wellbeing agenda. The group will continue to focus on the further development of the Trust's wellbeing policy and practices.

Your Academy has Wellbeing Champions who will regularly make all staff aware of new wellbeing initiatives and services available to support staff with their emotional wellbeing and mental health. All Wellbeing Champions are Mental Health First Aid Trained and can signpost any staff member to many support services, as required..

## COACHING AND MENTORING

The Teaching & Learning Strategic Group was established in 2025-26 in line with the Trust Development Plan priority on improving the performance of staff. Research indicates that coaching for employees has a significant impact on organisations.

The benefits to coaching an individual include:

- improvement in individual's performance, targets and goals
- increased openness to personal learning and development
- increased ability to identify solutions to specific work-related issues
- greater ownership and responsibility
- development of self-awareness

All of our academies recognise the importance of coaching and are fully engaged in the current Trust offer. Coaching champions are in place (from 2025) in each academy and across the central service team to assist and facilitate the settings coaching plan.

To move this further forward, the Strategic Committee is in the process of establishing an accredited coaching standard which can be used across the Trust. The standard will be based on a set of coaching competencies and will cover directive coaching, dialogical coaching and facilitative coaching.

Accredited coaches will then be able to be deployed according to direct need including.

## APPRAISAL FOR TEACHING STAFF

Our approach to Appraisal is designed to be supportive and developmental, with the goal of ensuring that teachers and support staff have the knowledge, understanding and skills to maximise the learning of our pupils/students. We believe in investing in all colleagues to improve their professional practice. All members of staff are part of our appraisal process which starts in September for Teaching Staff and Support Staff. We believe that appraisal is an opportunity to identify areas for development and related professional learning which can support improvement for each individual. The Continuous Professional Learning and Research section of this Guide will provide more information.

All documentation for Appraisal is hosted in each individual academy. Similarly policies related to Appraisal are available to all staff.

A Quality Assurance group will meet once all staff appraisals have been completed to ensure fairness and consistency across the Trust, as well as identifying any training trends or skills gaps.

## APPRAISAL FOR SUPPORT STAFF

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All Support Staff within the Trust are part of this appraisal cycle. Appraisals are the opportunity to highlight and discuss any areas of training an employee feels they require in order to carry out their role successfully. These training requests will be collated and a training calendar is created every academic year providing compulsory training in key areas for support staff. To attend these training opportunities employees should make a request via their Line Manager who will review.

The meeting between you and your Line Manager is an opportunity for both parties to have a discussion about the role and any training requirements identified. It is not likely to last more than an hour. You will be provided with the relevant documentation and a time and date for the appraisal. The document should be completed prior to the meeting and sent to your Line Manager. At the meeting, discussions will take place around the areas noted and also any other areas that come up during the discussion.

## CONTINUOUS PROFESSIONAL LEARNING AND RESEARCH

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The Trust invests heavily in ensuring that all members of staff benefit from professional learning and research opportunities. The Trust is committed to bringing the best of local, regional and national training to our staff. This sits alongside our own, bespoke training designed with and for our teachers and support staff.

The ongoing learning and development of staff is based on the DfE's Standard for professional development which identifies the following as essential features:

- have a focus on improving and evaluating pupil outcomes;
- be underpinned by robust evidence and expertise;
- include collaboration and expert challenge;
- be sustained over time

All staff are able to access training based on their needs.

## CURRICULUM DEVELOPMENT

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Learning communities meet six times during the academic year to develop subject specific pedagogy: enhancing teachers' understanding of the subjects they teach, how pupils learn in those subjects and how to teach them. Materials for best practice are shared to support quality delivery across all our academies.

## LEADERSHIP DEVELOPMENT

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The Trust supports leadership development at every level. The Trust's own internal leadership development programmes are supported by coaching and mentoring to provide opportunities for all those who desire it to improve their leadership knowledge and understanding. The Trust engages the suite of National Professional Qualifications which are used as a formal means of developing a cadre of leaders annually.

Opportunities exist for teachers to develop their leadership skills through involvement in Trust-wide projects.

# Accomplish MAT

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## THE CENTRAL SERVICES TEAM

The Trust recognises and welcomes the fact that each academy within their portfolio is very different and works in different contexts and settings.

Being part of a Trust means there is a wealth of experience you can access and develop. The Trust leads various groups to share best practice and coordinate standard practices. These include Steering and Strategic groups that support in the implementation of the overall Trust Development Plan. Locally, cross-Trust HR update meetings, catering and site team meetings on a regular basis.

The Trust leads an English Hub and a training centre- AGTT, which in itself offers a high level of knowledge and skills that can support Trust employees.

The central services function of the Trust includes Human Resources, Finance, Payroll, Curriculum Support, Data, Health and Safety, Estates and Facilities and Compliance and Governance. These support the day-to-day running of each Academy and are also available to answer any questions you may have.

## ACADEMY CONTACT DETAILS



### **Jerry Clay Academy**

Jerry Clay Lane, Wrenthorpe, Wakefield, WF2 0NP

01924 303665



### **Stanley Grove Academy**

Aberford Road, Wakefield, WF3 4NT

01924 303805



### **Townville Academy**

Poplar Avenue, Townville, Castelford, WF10 3QJ,

01977 554185



### **Smawthorne Henry Moore Academy**

Ashton Road, Castleford, West Yorkshire, WF10 5AX

01977 558395