



# Recruitment Pack

Appointment of:  
Higher Level Teaching  
Assistant

Polaris Multi Academy Trust,  
Field Top Road,  
Rastrick, Brighouse,  
West Yorkshire, HD6 3XB.

National Support School  
designated by  
  
National College for  
Teaching & Leadership

  
*Polaris*  
Multi-Academy Trust



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*I believe that our greatest strength is the integrity and passion of all our staff.*

Steve Evans  
CEO Polaris Multi-Academy Trust



# WELCOME



## *Welcome to the Polaris Multi-Academy Trust*

*The Polaris MAT is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that gives them the confidence and aspiration to reach and go beyond their potential.*

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

Our values are centred on building teams of highly skilled staff, through an unwavering focus on the development of skills, knowledge and understanding. We are passionate about delivering the very highest standards of training and continued professional development (CPD).

Our growing Trust is made up of both primary and secondary schools. Each school has its own unique DNA and individual identity, which is used as a platform to build on the enjoyment and academic success of the children in our care.



**Steve Evans**  
CEO Polaris Multi-Academy Trust

# VISIONS & VALUES

## *Our Vision*

- To provide every child and young person in the Multi-Academy Trust opportunities and experiences, which give all of them the confidence and aspiration to reach and go beyond their potential.
- To support and nurture each school's individual identity, to ensure that their unique DNA is used as a platform to build on the enjoyment and academic success of the children in our care.

## *Our Values*

- We instil the very highest expectations of everyone in the Multi-Academy Trust.
- We will ensure every school provides a safe, supportive and challenging environment to the children and young people in our care.
- We will ensure that every school is supportive and challenges all staff to continually improve their craft, through high quality professional development and opportunities for progression.

## *Our Aims*

- To remove the barriers faced by students in achieving challenging and aspirational academic targets through delivering the highest quality teaching and pastoral support.
- To collaborate with and grow expertise of staff across the MAT, to embed a sustainable self-improving system, that is built on strong leadership and succession planning.
- To provide a sustainable financial platform for schools in the trust through ethical financial controls which in turn, deliver high quality delivery of educational services.

# THE POLARIS FAMILY

*Schools within the Polaris Multi-Academy Trust*



Field Lane Primary



Rastrick  
High School





# THE POLARIS FAMILY

*Our schools are located across West Yorkshire.*

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.





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*We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.*

Carole - Payroll Manager



# Careers at Polaris

## *What's it like to work for our Trust?*

Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.

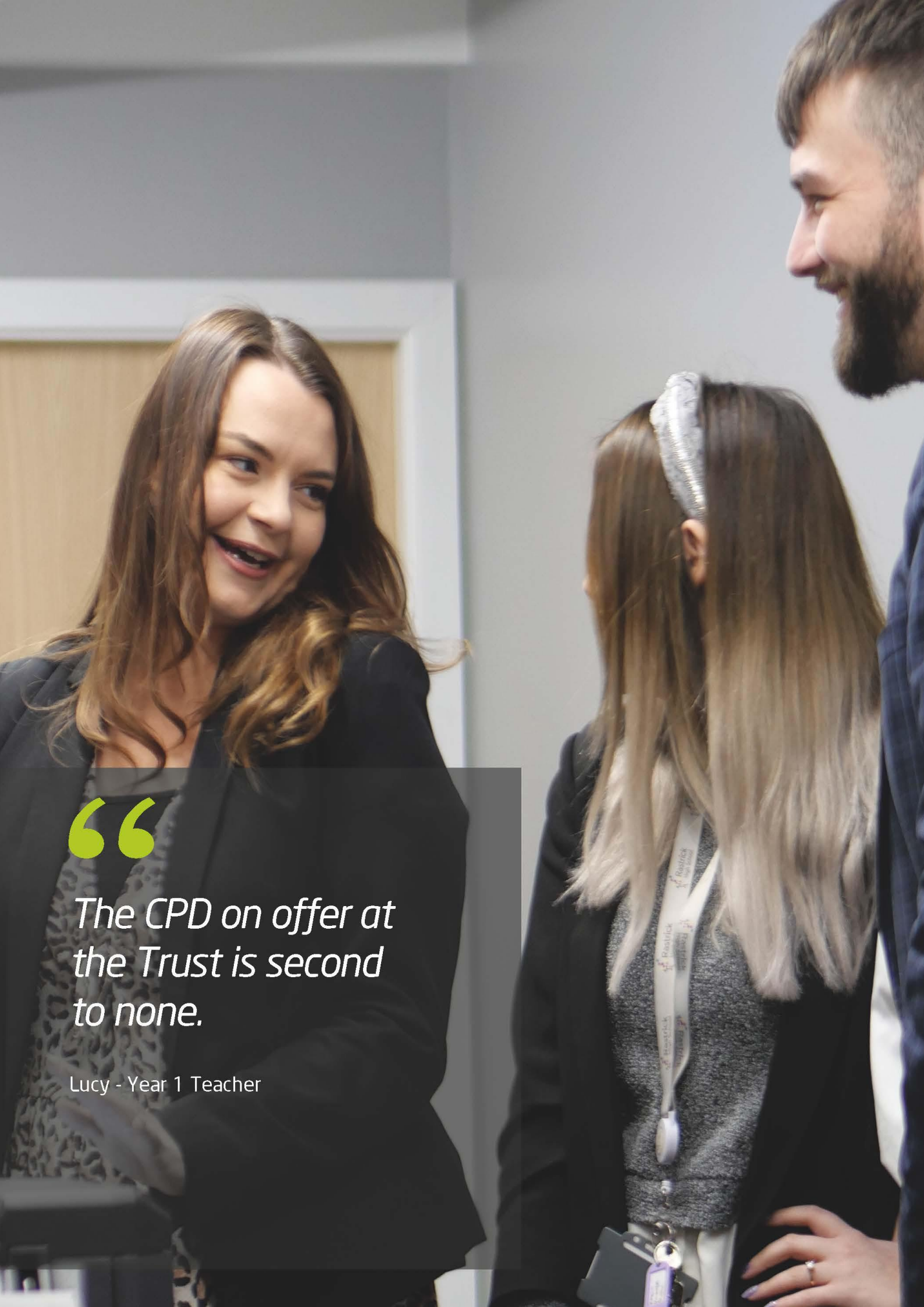
As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.







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*The CPD on offer at the Trust is second to none.*

Lucy - Year 1 Teacher

# Careers & Wellbeing

## *What's it like to work for our Trust?*

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

The Polaris Multi Academy Trust is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that gives our children and young people the skills, knowledge and confidence to reach and go beyond their potential.







# *Our benefits*

*and why they matter*

# BENEFITS

The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

## *Professional Development opportunities*

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



**Professional Development Opportunities**



**Opportunities for Progression**



**Performance Management Process**



# BENEFITS

## *Financial*

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



**Pension**



**Competitive Salary**

## *Wellbeing*

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



**Wellbeing**



**Flexible Working**

# BENEFITS

## *Facilities*

We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

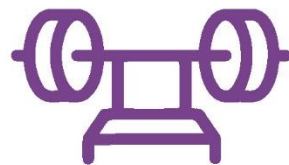
Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



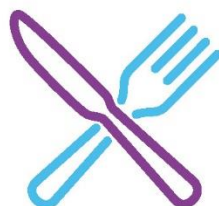
Discounted Nursery



On-site Gym



On-site Nursery



On-site Catering



Modern Facilities



# Job Description

<b>Job Title</b>	<b>HLTA (Primary Phase)</b>
<b>Reporting To</b>	<b>Head of School, SENCo</b>
<b>Scale / Salary Range / Contract</b>	<b>NJC Payscale 15-17 Actual salary £20,946 - £21,674 32.50 hours per week, TTO 1-year fixed term contract (potential to be permanent after 1 year)</b>

## **CORE PURPOSE:**

- To undertake class supervision for whole classes, delivering prepared work from the agreed schemes of work, under guidance and support of the classroom teacher.
- To assess the needs of pupils and use detailed knowledge and specialist skills to deliver learning and support pupil learning.
- To liaise with all relevant staff to support pupils progress and overall development.

## **MAIN RESPONSIBILITIES:**

- To take responsibility for agreed learning activities, prepared and delivered under an agreed system of supervision. This may involve planning, preparing and research for individual pupils or groups.
- To monitor pupils and assess, record and report student progress and development. This includes marking work in line with the academy's assessment policies.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all pupils in the academy, following individual support plans and/or education health care plans where necessary.
- To encourage pupils to interact, work co-operatively and ensure that the academy's behaviour for learning policies are applied in and outside of the classroom.
- To develop an understanding of pupil tracking systems that are used across the academy to contribute using data systems so learners are informed and advised appropriately throughout their learning, particularly transition points.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- To deliver local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use

#### **OTHER SPECIFIC DUTIES:**

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Trust, pupils, parents and staff.
- To adhere to the Academy and Trust policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.



## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• 5 or more GCSE's (or equivalent) at C or better, including English and Maths</li> <li>• proficient use of technology, (PC, internet, MS Office packages) and understanding its use in supporting effective teaching and learning.</li> <li>• experience of teaching (or other relevant learning environments), covering groups or whole classes</li> <li>• basic experience of planning, either for lessons or for extra-curricular activities</li> <li>• basic experience of assessing student progress and contributing to assessment processes</li> </ul>	<ul style="list-style-type: none"> <li>• A Level qualifications</li> <li>• experience of working with young people with SEN</li> <li>• deal sensitively with people and resolve conflicts</li> <li>• Previous experience as a teaching assistant / cover supervisor working with whole class activities</li> <li>• HLTA status or a commitment to achieving status within 1 year of taking post</li> <li>• Experience of writing, monitoring and supporting individual support plans for pupils</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• understanding of equal opportunities issues</li> <li>• basic knowledge of reward strategies and understanding how these could be applied</li> <li>• innovative approaches to working with pupils, parents and multi-agency partners</li> <li>• awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of the needs of SEN pupils in academic surroundings</li> <li>• Knowledge and understanding of the testing process for SEN pupils; assessing, analysing and reporting to staff and parents</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines</li> <li>• ability to communicate clearly and sensitively, both orally and in writing, with pupils, parents / carers and staff</li> <li>• ability to work in a team, and collaboratively with other staff</li> <li>• ability to develop own understanding and capability through advice and training</li> <li>• think creatively and imaginatively to anticipate, identify and solve problems</li> <li>• demonstrate good judgment</li> <li>• readiness to accept and implement change, openness and willingness to learn and flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• negotiate and consult fairly and effectively</li> <li>• ability to interpret and analyse data</li> <li>• achieve challenging professional goals</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• reliability, integrity and stamina</li><li>• respect confidentiality</li><li>• an excellent record of attendance and punctuality</li><li>• commitment to learning</li><li>• resilience and perspective</li><li>• set high standards and provide a role model for pupils and staff</li><li>• seek advice and support when necessary</li></ul>	
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