

# Recruitment Pack

Faculty Achievement  
Leader - Humanities

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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***

**Polaris Multi-Academy Trust, where our guiding principle is inspired by the North Star. Just as Polaris has served as a beacon for explorers throughout history, our Trust is committed to guiding our schools, our people, and our children and young people towards excellence and purpose. Our mission is to create a culture that enables everyone in the Trust to be the best they can be, while celebrating the unique identity of each school as the foundation for success.**

At Polaris, we value high expectations, honesty, compassion, and fairness. We foster curiosity and a love of learning, encouraging everyone to embrace new ideas and opportunities. Our vision is clear: everyone in the Trust will develop the confidence, resilience, and aspiration to reach their full potential. We provide a broad and balanced education that inspires future generations and instills a lifelong love of learning.

Our support structures are designed to empower school leaders and staff. From governance and school improvement to finance, HR, estates, IT, and catering, we deliver comprehensive services that reduce workload, enhance efficiency, and provide excellent service. We place strong relationships, transparency, and clarity at the heart of everything we do, ensuring that our resources are aligned with the needs of our schools.

We are also deeply committed to professional development and collaboration. Through CPD programmes, networking opportunities, and trust-wide initiatives, we invest in the growth of our staff and the continuous improvement of our schools. Our approach is research-informed and impact-driven, with a clear focus on succession planning and talent retention.

As we continue to grow, we do so with both care and ambition, ensuring our expansion strengthens sustainability, supports academic success and wellbeing, and enhances our strong regional presence and reputation.



**Steve Evans**

CEO Polaris Multi-Academy Trust



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***“Principles are the basis for developing a vision and value system for all.”***

# Visions & Values

## Our Mission

- To create a culture that enables everyone in the trust to be the best they can be
- To ensure that each school's unique DNA is used as a platform for the success of the children and young people we educate and care for

## Our Vision

- Everyone in the trust has the confidence, resilience and aspiration to reach their potential

## Our Values

- We have high expectations
- We are honest, compassionate and fair
- We are curious, we embrace learning and new ideas

# The Polaris Family



## Schools within the Polaris Multi-Academy Trust



Field Lane Primary  
Rastrick



# 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

## *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.



## *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 give our children and young people the skills, knowledge and confidence to reach and go beyond their potential.





# Our Benefits

*and why they matter*

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

Johnny - Assistant Site Manager

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

## 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

## Facilities

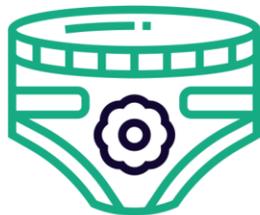
We have great school buildings with well-maintained and modern facilities.

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

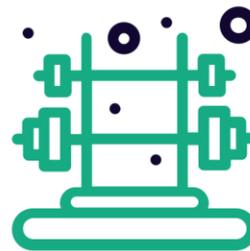
Free car parking at every school.

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 Parking



On-site Catering



Modern Facilities

## Rewards & Recognition



**YouStar** is the home of employee benefits, to recognise and reward our staff. With access via the app, staff can save or say “thank you” on the go.

### Save money with exclusive employee discounts

The **SmartSpending™** app gives staff access to YouStar discounts and offers on the go. Browse the deals of the week and top offers to see what’s available, or search by retailer or category to find the retailers and discounts you’re looking for. Staff can also click the star at the top of any retailer page on the app to make them your ‘favourite,’ then you’ll be notified when they go on special promotion.



Sometimes recognition just can't wait!

Through **Connect+ app** staff are able to say “thank you” or recognise a colleague for a job well done, anytime and anywhere.

# Job Description

<b>Job Title</b>	<b>Faculty Achievement Leader - Humanities</b>
<b>Reporting To</b>	<b>Director of Humanities</b>
<b>Scale / Salary Range / Contract</b>	<b>Leadership Scale L1 – L6 (plus cost of living increase once agreed) Full Time</b>

## Core Purpose

To support the raising of standards in student achievement within the faculty by:

- a) To **lead** the direction and development of the curriculum and faculty in accordance with the aims and objectives of Rastrick High School.
- b) To support the **raising of standards** in student achievement within the faculty by:
  - Supporting the delivery of the provision of an appropriately relevant and differentiated curriculum for all students
  - developing and enhancing the teaching practice of others
  - Effectively analysing data to ensure students are effectively targeted
  - Logistical systems are in place to enable teaching and support staff can effectively focus on student progress and attainment.
- c) To **effectively evaluate** the impact of (b) and strategically **plan for improvement** by managing and deploying all financial and physical resources within individual faculty areas under the direction of the Faculty Director.
- d) Model high aspirations and standards; ensuring outstanding student achievement, behaviour and appearance is consistently achieved.

**Reporting to** Director of Humanities

**Liaising with** Director of Humanities, SLG, Middle Leaders, Lead Teachers, Achievement Leaders and other relevant staff with cross-academy responsibilities, partner primary schools, other school partners and parents.

## Key Accountabilities (and specific duties/responsibilities):

### Leadership:

- To provide the leadership across the faculty in accordance with the aims and objectives of Rastrick High School.
- To be responsible for the management of resources to ensure that the school's aims and objectives can be achieved.
- To monitor and evaluate the progress of staff and students towards meeting the school's overall aims and objectives.
- To be accountable for student attainment, progress and staff performance in the faculty.
- To plan for future improvements under the strategic direction of the Director of Humanities
- To be a key part of the team who plan for the transition of students from partner primaries and from key stage 4 to key stage 5.
- To link with the other post holders and teaching staff to ensure that the work in the faculty fully reflects the school's teaching and learning focus.

# Job Description

## Curriculum:

- To research the development of appropriate syllabi, resources, SoW, assessment policies, and learning and teaching strategies in the faculty.
- To maintain accreditation with the relevant examination and validating bodies.

## Learning:

- To develop and enhance the teaching practice of all colleagues within the faculty, implementing improvements where required.
- To establish common standards of practice within the faculty, and develop the effectiveness of teaching and learning.
- To keep up to date with national developments in teaching practice and methodology.
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy.

## Staff Development:

- To work with the SLG and other Line Managers to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for identified staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To be responsible for the efficient and effective deployment of any relevant associate staff.
- To participate in the school's ITT programme.

## Assessment:

- To implement a robust target-setting process within the faculty.
- To ensure the maintenance of accurate and up-to-date information concerning the whole school MIS.
- To evaluate student performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data, RAISE online and data relating to Post 16 student progress and attainment.

## Communication:

- To ensure that all members of the faculty are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.
- To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies.
- To represent the faculty's views and interests in a professional manner.

## Marketing and Liaison:

- To contribute to school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective faculty links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of the faculty at Open Days/Evenings and other events.
- To actively promote the development of effective faculty links with external agencies.

# Job Description

## Management of Resources:

- To support the efficient management of the available resources of space, staff, finance and equipment within the limits, guidelines and procedures laid down; to deploy the relevant budgets, acting as a cost centre holder, ensuring that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept.
- To work with the Director of Humanities to ensure that teaching commitments are effectively and efficiently timetabled.

## Pastoral Support System:

- To monitor and support the overall progress and development of students within the faculty.
- To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the Climate for Learning System is implemented in the faculty, so that effective learning can take place.

## Operational:

- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day line management of staff within the faculty, delegating where appropriate, and ensuring that they follow school policies and meet all requirements and deadlines
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate.

## Other Specific Duties:

- The Trust Central team are located on site at the Polaris Multi Academy Trust Offices. There will be a requirement for multi-site working at academy / school level, based on the needs of the Trust and requirements of the role.
- To attend team meetings and staff meetings and maintain confidentiality inside and outside the workplace.
- To continue personal and professional development 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, its pupils, parents and staff.
- To adhere to the Trust's 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 Trust to reflect or anticipate changes in the job commensurate with the grade and job title and/or Trust.

# Person Specification

**Job Title: Faculty Achievement Leader - Humanities.**

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>education to degree level or equivalent</li> <li>QTS</li> <li>an excellent track record of recent, relevant professional development</li> <li>accountability of raising standards and performance of a significant cohort of young people</li> <li>experience of effective teaching and performance within the curriculum area. the consistent delivery of lessons which have been formally recorded as at least 'Good' and evidence of 'Outstanding' teaching</li> </ul>	<ul style="list-style-type: none"> <li>innovative use of resources</li> <li>leadership of large teams of professionals</li> </ul>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>experience of working as a strong leader and as a member of a team in and educational setting</li> <li>work effectively both as a leader and as a member of a team</li> <li>innovative approaches to working with students, parents, staff and other stakeholders</li> <li>initiate, lead and manage change programmes</li> <li>prioritise, plan and organise</li> <li>direct and co-ordinate the work of others</li> <li>set high standards and provide a role model for students and staff</li> <li>deal sensitively with people and resolve conflicts</li> </ul>	<ul style="list-style-type: none"> <li>motivate all those involved in the delivery team</li> <li>liaise effectively with other organisations and agencies</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>the principles and characteristics of effective schools</li> <li>the principles and practices of strategic and operational planning and delivery</li> <li>effective review and evaluation procedures</li> <li>the ability to analyse complex student progress and attainment data and use the analysis to impact positive change and wave one and wave two interventions</li> <li>the application of ICT to effective management and learning</li> </ul>	<ul style="list-style-type: none"> <li>different methods of consulting with stakeholders</li> <li>professional and community links</li> <li>strategies for ensuring equal opportunities for staff, students and other stakeholders</li> </ul>

# Person Specification

<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• communicate the vision of the school to a range of stakeholders</li> <li>• negotiate and consult fairly and effectively</li> <li>• build relationships with key stakeholders</li> <li>• develop and manage good communication systems</li> <li>• ability to communicate to a range of audiences.</li> <li>• chair meetings effectively</li> </ul>	<ul style="list-style-type: none"> <li>• develop, maintain and use an effective network of contacts</li> </ul>
<b>Decision Making and Judgement Skills</b>	<ul style="list-style-type: none"> <li>• make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>• demonstrate good judgement</li> </ul>	<ul style="list-style-type: none"> <li>• think creatively and imaginatively to anticipate, identify and solve problems</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• a commitment to inclusive education</li> <li>• evident enjoyment in working with young people and their families</li> <li>• empathy in relation to the needs of the school and the local community</li> <li>• ability to inspire confidence in staff, students, parents and others</li> <li>• adaptability to changing circumstances/new ideas</li> <li>• reliability, integrity and stamina</li> <li>• personal impact and presence</li> <li>• work under pressure and to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• achieve challenging professional goals</li> <li>• personal ambition and potential for further promotion</li> <li>• intellectual ability and curiosity</li> <li>• determination to succeed and the highest possible expectations of self and others</li> <li>• vision, imagination and creativity</li> <li>• resilience and perspective</li> </ul>