

# Recruitment Pack

## Learning Support Assistant

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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 instils 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.”***

## 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.***

Lucy - Year 1 Teacher

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

# Benefits

## Facilities

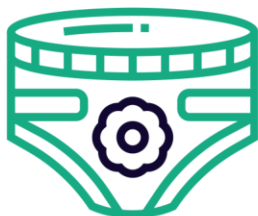
We have great school buildings with well-maintained and modern facilities.

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 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>	Learning Support Assistant (Fixed Term Contract)
<b>Reporting To</b>	Head of School
<b>Scale / Salary Range / Contract</b>	<p>NJC Scales 2-3; Scale points 4 – 6. £25,185 to £25,989 full time equivalent, plus the annual pay increase once agreed.</p> <ul style="list-style-type: none"><li>• The actual salary will be £11,384 - £11,747 per annum based on working 19.5 hours per week.</li><li>• The actual salary will be £18,973 - £19,579 per annum based on working 32.5 hours per week:</li></ul> <p>Both of these roles are term time only (inc. training days).</p> <p>Fixed term contracts to cover a period of maternity leave and a role dependent on funding approval.</p>

## Core Purpose:

- To support teachers in the delivery of skillfully adapted lessons.
- To deliver programmes of support, including interventions for identified pupils working in collaboration with leaders, teachers and other support and SEN staff.
- To support the delivery of the curriculum to small groups or whole classes of pupils to access their learning through the distribution and delivery of learning resources.
- To provide a visible, high-profile presence in the school at all times, but particularly through designated school lunch periods to support:
  - the delivery of a calm and orderly environment
  - excellent standards of pupil behaviour and safety
  - pupils' enjoyment of their social time

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

### Policy and Practice

- To support teachers in the delivery of skillfully adapted lessons.
- To deliver programmes of support, including interventions for identified pupils working in collaboration with leaders, teachers and other support and SEN staff.
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  - excellent standards of pupil behaviour and safety.
  - pupils' enjoyment of their social time.

# Job Description

## **Curriculum, Education and Learning:**

- To support teachers in the delivery of well planned, skillfully adapted lessons to all pupils.
- To work closely with teachers to identify and address any gaps in pupils learning.
- To support and challenge pupils to appropriately interact with their peers and engage with activities led by the teacher.
- To lead the delivery of interventions that support pupils' academic progress and/or access to their lessons and learning.
- To support the school's high expectations for pupil behaviour and conduct by supporting teachers with pupil behaviour that disrupts their own and other pupils learning.
- To support the smooth running of the curriculum by supporting the development and delivery of learning resources.

## **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.

# Person Specification

## PERSON SPECIFICATION

<b>Job Title: Learning Support Assistant</b>		
<b>Fixed term contracts for maternity cover and a role dependant of funding approval</b>		
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>at least 4 GCSEs including a grade 4 or equivalent in English and Mathematics</li> <li>experience of working with children</li> <li>experience of using ICT systems, including MS Office packages.</li> <li>experience of working effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>experience of working in a school environment</li> <li>leadership of a community project/area of school development</li> <li>A' Level qualifications.</li> <li>education to degree level or equivalent relevant experience</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>understanding and empathy for pupils of all abilities</li> <li>understanding of pupils' welfare and pastoral needs.</li> <li>understanding of why equal opportunities for pupils, staff and other stakeholders is an important part of the Trust's values</li> <li>ability to participate professionally in meetings</li> <li>understanding of Safeguarding and Child Protection issues</li> </ul>	<ul style="list-style-type: none"> <li>knowledge of the SEND agenda in schools</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>ability to communicate effectively</li> <li>work as an effective team member and can apply given instructions</li> <li>prioritise, plan and direct the workload of self, balancing long and short-term priorities</li> <li>set high standards and provide a role model for pupils and staff</li> <li>well-developed planning and organisational skills</li> <li>demonstrate a willingness to take the initiative</li> <li>seek support and advice when necessary</li> <li>demonstrable ability to evaluate work programmes and strategies</li> </ul>	<ul style="list-style-type: none"> <li>willingness to develop own understanding and capability through advice and training</li> <li>think clearly in emergency situations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>reliability, integrity and stamina</li> <li>respect confidentiality</li> <li>enjoyment in working with children and families.</li> <li>an excellent record of attendance and punctuality</li> <li>commitment to inclusive education</li> <li>commitment to learning</li> </ul>	