

# Recruitment Pack

Teacher of  
Business and ICT -

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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

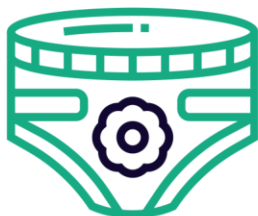
We have great school buildings with well-maintained and modern facilities.

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>Role:</b>	<b>Teacher of Business and ICT</b>
<b>Job Scale/Salary:</b>	<b>M1 – UPS3 (£32,916 - £51,048)</b>

- Core Purpose:**
- To deliver high quality curriculum provision through effective teaching and learning
  - To carry out the professional duties of a qualified teacher as identified in the DfE Teachers' Standards
- Reporting to**
- Director of ICT, EBE and Computer Science
- Liaising with**
- Second in Department, Achievement Leaders, Achievement Managers, Teaching Assistants
- Teaching**
- Plan work in accordance with the curriculum area programmes of study and so that it addresses the personalised learning needs of every student.
  - Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
  - Work in collaboration with associate staff attached to any teaching group.
  - Maintain positive relationships by adherence to the advice given to staff in the Climate for Learning Policy.
  - Provide students with the opportunities to develop the skills required in order to learn.
  - Enable students to use their preferred methods and styles of learning where appropriate.
  - Set appropriate and demanding expectations for students' learning, motivation, and presentation of work.
- Assessment and Reporting**
- Work in line with the School's Teaching and Learning policy.
  - Mark, monitor and return work as directed in the school marking policy
  - Complete formal assessment through the MIS system in line with policy and as specified in the published calendar.
  - Attend the appropriate Parents' Evenings to keep parents informed about the progress of their child.
  - Be familiar with the code of practice for identification and assessment for Special Educational Needs and keep appropriate records and personalised learning plans.

# Job Description



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| <b>Care and Guidance</b>                 | <ul style="list-style-type: none"><li>• Undertake responsibility for a tutor.</li><li>• Monitor (and set targets for) for students to improve attendance, motivation, behaviour or achievement as and when required.</li><li>• Be prepared to undertake responsibility as required for the delivery of the PSHCE programme through the delivery of SMSC content in tutor time.</li></ul>   |
| <b>Professional Standards</b>            | <ul style="list-style-type: none"><li>• Support the ethos, vision, principles and values of the School.</li><li>• Treat colleagues, students and all members of the community, with respect and consideration.</li><li>• Support the aims of the School through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities).</li><li>• Take responsibility for own professional development and participate in arrangements as adopted by the School for the assessment of his/her performance and that of other teachers.</li><li>• Read and adhere to the various policies of the School and implement School Improvement Plan.</li><li>• Participate in the development and management of the School by attending various team and staff meetings.</li><li>• Ensure that all deadlines are met as published in the school calendar or deadlines set by the Director of ICT, EBE and Computer Science.</li><li>• Undertake professional duties that may be reasonably assigned to them by the Head of School.</li></ul> |
| <b>Knowledge and understanding</b>       | <ul style="list-style-type: none"><li>• Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements.</li><li>• Have a secure and detailed knowledge of the specialised subject.</li></ul>  |
| <b>Planning and setting expectations</b> | <ul style="list-style-type: none"><li>• Identify clear teaching and learning objectives, content, lesson structure and sequences appropriate to the subject matter and the subject being taught.</li></ul>   |
| <b>Assessment and evaluation</b>         | <ul style="list-style-type: none"><li>• Assess how well learning objectives have been achieved and use this assessment to establish future learning objectives.</li><li>• Mark and monitor students' class work and homework providing constructive oral and written feedback, setting targets for students, progress in line with the School's marking policy.</li><li>• When applicable, understand the demands expected of students in relation to Key Stage 3 and Key Stage 4 courses.</li></ul>   |
| <b>Pastoral System</b>                   | <ul style="list-style-type: none"><li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li><li>• To ensure the Climate for Learning System is implemented in the subject area so that effective learning can take place.</li></ul>   |
| <b>Professional Development</b>          | <ul style="list-style-type: none"><li>• Understand the need to take responsibility for their own professional development and keep up to date with research and developments in pedagogy and in the subjects that they teach.</li><li>• Evaluate their own teaching critically and use this to improve their effectiveness.</li></ul>  |

# Job Description



## **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.

## **Pay portability**

The School will guarantee a teacher's pay portability for classroom teachers, providing the individual is able to demonstrate successful performance in their previous role. Successful performance can be demonstrated by a performance management statement (or other evidence) signed by a previous employer, confirming that performance has been successful during the last full performance management cycle. This would usually be the previous academic year. If a teacher cannot provide this evidence, then the School will offer a salary scale that reflects the individual's experience, competence and impact on student outcomes. This will be evidenced in the recruitment and selection process and include information provided from referees.

# Person Specification

<b>Job Title: Teacher of Business and ICT</b>		
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Education to degree level or equivalent in the (or closely relating to) the identified subject</li> <li>• QTS registered (or working towards this on an ITT programme)</li> <li>• An excellent track record of recent, relevant professional development                             <ul style="list-style-type: none"> <li>• Evidence of raising standards and performance of a cohort of young people</li> <li>• An understanding of what is effective teaching and performance within the curriculum area.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Innovative use of resources</li> <li>• Working with young people through an enrichment setting</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Excellent written and communication skills, including appropriate ICT skills</li> <li>• A secure knowledge of the importance of data as a means both to measure and to extend progress</li> <li>• A high level of organisational skills</li> <li>• The ability to create a stimulating visual environment in the classroom</li> </ul>	
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Build relationships with students and colleagues</li> <li>• Ability to communicate to a range of Audiences including parents and the wider school community</li> <li>• Demonstrate a high level of skills in written formal communication</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>

# Person Specification

<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 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>
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