Recruitment Pack

Learning Support Assistant

Fixed term contract (Two years)

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

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

Steve Evans
CEO Polaris Multi-Academy Trust

WELCOME

Polaris
Multi-Academy Trust

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

Polaris
Multi-Academy Trust

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

Siddal Primary School

Rastrick High School

Salterlee School Shibden

Smarties Nursery at Rastrick High School

Luddendenfoot Academy

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.

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

Polaris
Multi-Academy Trust

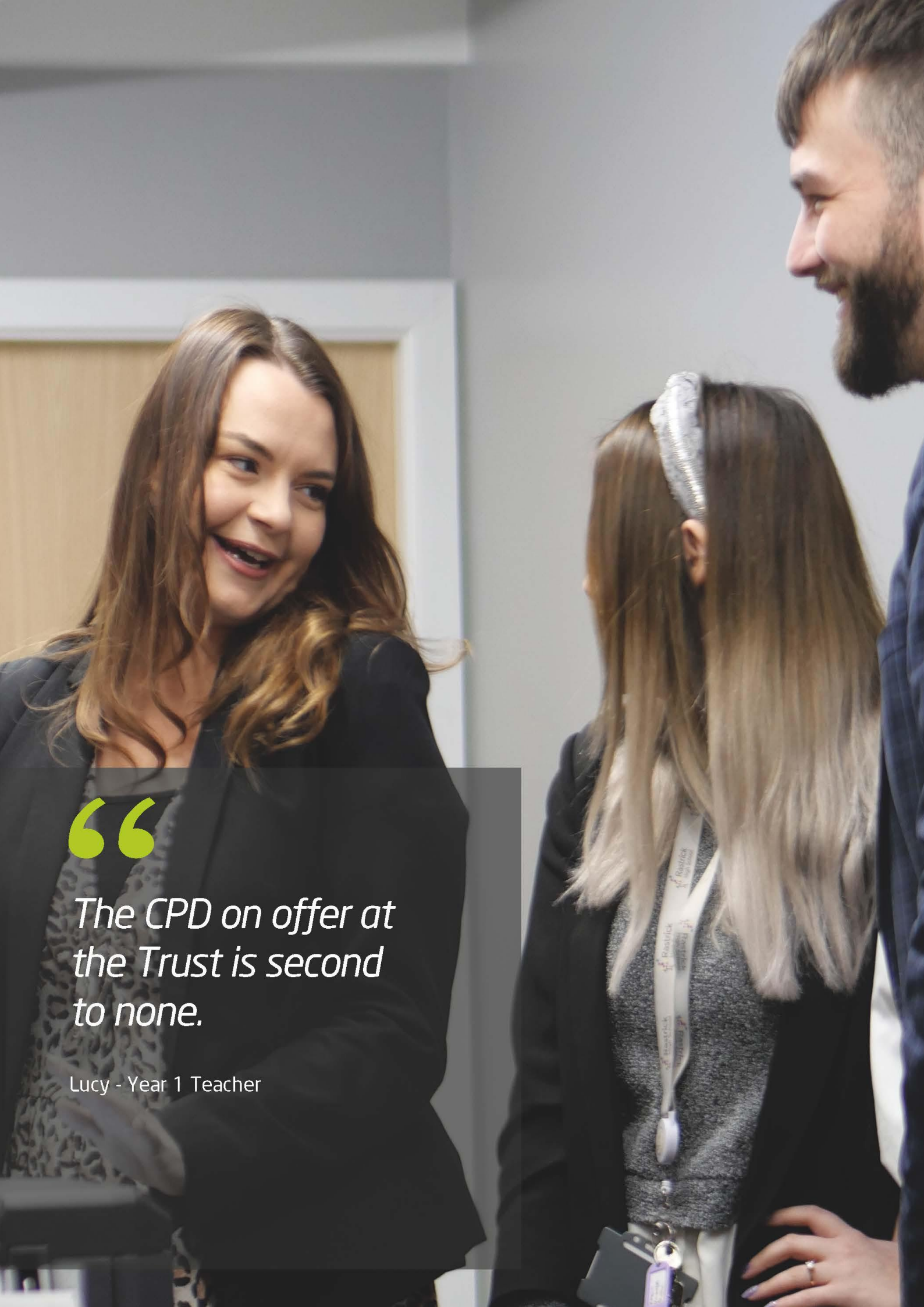
What's it like to work for our Trust?

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.



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.

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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

Polaris
Multi-Academy Trust

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 acredited 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

Polaris
Multi-Academy Trust

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

Polaris
Multi-Academy Trust

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

Job Title	Learning Support Assistant
Reporting To	Head of School / SENCo.
Scale / Salary Range / Contract	NJC Scales 2-3; Scale points 4 – 6. £24,404 to £25,183 FTE. Actual salary £16,971.18 - £17,512.92 per annum based on working 30 hours per week, term time only (inc. training days). Fixed term contract – two years.

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.
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- To provide a visible, high-profile presence in the school at all times, but particularly through designated school lunch periods to support:

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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**:**
• 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 Head of School, 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, school, pupils, parents and staff. • To adhere to the school'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.

Job Description

PERSON SPECIFICATION

Job Title: Level 3 Learning Support Assistant.		
KEY CRITERIA	**ESSENTIAL**	**DESIRABLE**
Qualifications & Experience	• at least 4 GCSEs including a grade 4 or equivalent in English and Mathematics • experience of working with children • experience of using ICT systems, including MS Office packages. • experience of working effectively as part of a team	• experience of working in a school environment • leadership of a community project/area of school development • A' Level qualifications. • education to degree level or equivalent relevant experience
Knowledge & Understanding	• understanding and empathy for pupils of all abilities • understanding of pupils' welfare and pastoral needs. • understanding of why equal opportunities for pupils, staff and other stakeholders is an important part of the Trust's values • ability to participate professionally in meetings • understanding of Safeguarding and Child Protection issues	• knowledge of the SEND agenda in schools
Skills & Abilities	• ability to communicate effectively • work as an effective team member and can apply given instructions • prioritise, plan and direct the workload of self, balancing long and short-term priorities • set high standards and provide a role model for pupils and staff • well-developed planning and organisational skills • demonstrate a willingness to take the initiative • seek support and advice when necessary • demonstrable ability to evaluate work programmes and strategies	• willingness to develop own understanding and capability through advice and training • think clearly in emergency situations
Personal Qualities	• reliability, integrity and stamina • respect confidentiality • enjoyment in working with children and families. • an excellent record of attendance and punctuality • commitment to inclusive education • commitment to learning	

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