

Recruitment Pack

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

Vacancy: Behaviour and Inclusion Support Worker (Fixed Term Contract)

National Support School
designated by
 National College for
Teaching & Leadership


Polaris
Multi-Academy Trust



A young woman with long brown hair, wearing a dark school blazer over a white shirt and a grey tie, is smiling and writing in a notebook. She is sitting at a desk in a classroom. In the background, other students are visible, and the walls are decorated with various colorful posters and drawings. The lighting is warm and indoor.

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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



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.



A photograph of three office workers in a modern office environment. On the left, a woman with long brown hair, wearing a black blazer over a leopard-print top, is looking down at a laptop screen. In the center, a woman with long blonde hair, wearing a grey blazer over a white collared shirt, is smiling and looking towards the camera. On the right, a man with short brown hair and a beard, wearing a blue checkered blazer, is looking towards the woman in the center. They are all standing in front of a wooden door with a glass panel. The overall atmosphere is positive and collaborative.

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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.



The background features several large, overlapping, rounded geometric shapes in muted colors: a light green shape at the top, a light blue shape on the right, a light purple shape at the bottom, and a light orange shape on the left. These shapes are layered to create a sense of depth and movement.

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

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.

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

Job Title	Behaviour and Inclusion Support Worker
Reporting To	Assistant Headteacher
Scale / Salary Range / Contract	NJC scale points 12 to 18 £27,711 - £30,559 per annum FTE Actual salary is £23,767.51 - £26,210.22 based on working 37 hours per week, term time only including training days. Fixed term contract for 2 years.

Core Purpose

- To support the internal behaviour support provision, liaising with other support and teaching staff on student progress, allocation of student work and recording any other interventions
- To support the development of this provision to enable it to meet the wide range of needs of a diverse group of students
- To promote strategies designed to reduce the number of fixed and permanent exclusions and ensure student entitlement to an appropriate curriculum is met
- To liaise with SEN, Achievement and Support teams and coordinate appropriate interventions, which improves the behaviour of students as required.

Key Accountabilities (and specific duties/responsibilities):

Main Responsibilities
<ul style="list-style-type: none">• To support the day to day co-ordination of the internal behaviour support facility. Monitoring student progress and ensuring appropriate support is in place.• To liaise with other relevant staff in relation to the needs of vulnerable students (including those identified with SEN) or those with poor attendance.• To access, maintain and update a range of student and school records to facilitate assessment of students' progress and behaviour.• To regularly update Achievement and Support and SEN teams on the progress of students within the internal behaviour support provision. To coordinate and plan targeted intervention strategies to meet individual student needs.• To ensure students are supervised in a safe, secure learning environment with the internal behaviour support provision, including supervising students during their allocated lunch period.

Job Description

- To maintain and analyse data, identifying patterns of repeated poor behaviour. To produce appropriate reports as requested by the Support leadership team
- To quality assure the arrangements for tracking and monitoring student progress through a range of assessment and monitoring techniques designed to provide information for the compilation of reports, and to provide appropriate feedback to students, staff and parents/carers

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.

Job Description

PERSON SPECIFICATION

Job Title: Behaviour and Inclusion Support Worker		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• good levels of literacy, numeracy and ICT skills• experience of working in an educational environment or equivalent environment with young people• experience of successfully working with identified students, or groups of students.• experience of monitoring and recording progress of learners• experience of forging community/voluntary/parent and partner agency links	<ul style="list-style-type: none">• leadership of a community project/area of school development• experience of working with young people with SEN
Knowledge & understanding	<ul style="list-style-type: none">• the principals and practices of strategic and operational planning and delivery• innovative approaches to working with students, parents, the local community and multi-agency partners• strategies for ensuring equal opportunities for students, staff and other stakeholders• ability to develop consultation methods	<ul style="list-style-type: none">• understanding of Safeguarding and Child Protection issues• knowledge of the needs of SEN students in academic surroundings
Personal Qualities	<ul style="list-style-type: none">• enjoyment in working with young people and families• excellent record of attendance/ punctuality• prioritise and manage own time effectively• commitment to inclusive education• commitment to learning	<ul style="list-style-type: none">• reliability, integrity and stamina• respect confidentiality• perspective and resilience• empathy in relation to the needs of the school and the local community

Job Description

Skills & Abilities	<ul style="list-style-type: none">• ability to communicate effectively, negotiate and network through highly developed inter-personal written, verbal and presentation skills• work as an effective team member and apply given instructions• ability to manage a team• prioritise and direct the workload of self and others, balancing long and short term priorities• set high standards and provide a role model for students and staff• well-developed analytical, planning and organisational skills• be an organised and demonstrate a willingness to take the initiative• identify and develop creative solutions to solve problems• seek support and advice when necessary• deal with student's personal and other crises	<ul style="list-style-type: none">• willingness to develop own understanding and capability through advice and training• think clearly in emergency situations
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