



# Recruitment Pack

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

**Appointment of:**  
**Director of English**

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 with a pen. She is sitting at a desk in a classroom. In the background, other students are visible, and the wall is decorated with various colorful posters and drawings.

“

*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



Rastrick  
High School





# 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 a beard and short brown hair, 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.

“

*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.







“

*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, creating a sense of depth and movement.

# *Our benefits*

*and why they matter*

# BENEFITS

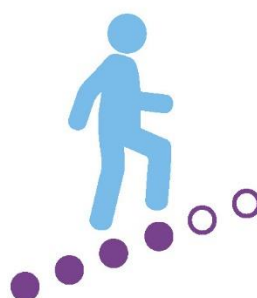
The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also 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

## *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 Description

<b>Role:</b>	Director of English
<b>Salary:</b>	Leadership Scale L1 – L12 (£49,781 - £65,286)
<b>Core Purpose:</b>	<p>a) To <b>strategically lead</b> the direction and development of the curriculum and subject area in accordance with the aims and objectives of Rastrick High School.</p> <p>b) To <b>raise standards</b> of student attainment and achievement within the subject area by:</p> <ul style="list-style-type: none"> <li>- ensuring the provision of an appropriately relevant and differentiated curriculum for all students</li> <li>- developing and enhancing the teaching practice of others</li> <li>- Effectively analysing data to ensure students are effectively targeted</li> </ul> <p>c) To <b>effectively evaluate</b> the impact of (b) and strategically <b>plan for improvement</b> by managing and deploying all financial and physical resources within the subject area.</p> <p>d) Model high aspirations and standards; ensuring outstanding student achievement, behaviour and appearance is consistently achieved.</p>
<b>Reporting to</b>	SLG
<b>Liaising with</b>	Middle Leaders, Achievement Leaders and other relevant staff with cross-academy responsibilities, partner primary schools, other school partners and parents.
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To provide the strategic leadership across the area in accordance with the aims and objectives of Rastrick High School.</li> <li>• To be accountable for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives.</li> <li>• To be responsible for the management of resources to ensure that the aims and objectives can be achieved.</li> <li>• To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives.</li> <li>• To be accountable for student attainment and staff performance in the area.</li> <li>• To strategically plan for future improvements.</li> <li>• To be a key part of the team who plan for the transition of students from partner primaries</li> <li>• To link with the other curriculum leaders to ensure that the work in the curriculum area fully reflects the school's teaching and learning focus.</li> </ul>

<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole curriculum area.</li> <li>• To liaise with the appropriate member of SLG to ensure the delivery of an appropriate, high quality curriculum programme which meets the needs of all students.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To lead the development of appropriate syllabi, resources, SoW, assessment policies, and learning and teaching strategies in the area.</li> <li>• To maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• To develop and enhance the teaching practice of all colleagues within the area, implementing improvements where required.</li> <li>• To establish common standards of practice within the curriculum and subject area, and develop the effectiveness of teaching and learning.</li> <li>• To keep up to date with national developments in teaching practice and methodology.</li> <li>• To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To undertake Performance Management Review(s) and to act as reviewer for identified staff.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.</li> <li>• To be responsible for the efficient and effective deployment of any relevant associate staff.</li> <li>• To participate in the school's ITT programme.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• To establish a robust target-setting process within the subject area.</li> <li>• To ensure the maintenance of accurate and up-to-date information concerning the whole school MIS.</li> <li>• 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.</li> <li>• To produce reports on examination performance, including the use of value-added data, LAT and ALPS.</li> <li>• To provide all relevant bodies with robust information relating to the subject area's performance and development.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the subject team are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.</li> <li>• To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies.</li> <li>• To represent the subject team's views and interests in a professional manner.</li> </ul>

<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To contribute to academy liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To lead the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To efficiently manage 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.</li> <li>• To work with the relevant SLG member to ensure that teaching commitments are effectively and efficiently timetabled.</li> </ul>
<b>Pastoral Support System</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the subject.</li> <li>• To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.</li> <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 Behaviour Management System is implemented in the subject area so that effective learning can take place.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To be responsible for the day-to-day line management of staff within the area, delegating where appropriate, and ensuring that they follow school policies and meet all requirements and deadlines</li> <li>• To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate.</li> </ul>
<b>Other Specific Duties</b>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	



## Person Specification

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</li> </ul>	<ul style="list-style-type: none"> <li>• innovative use of resources</li> <li>• leadership of large team's 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>

<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>

GDPR Disclaimer: Please note and appreciate that whilst we review all applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within 14 working days of your application, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process.



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