

The Shared Learning Trust

THE LINDEN ACADEMY

1:1 Learning Support Assistant – Reception Class x2

The Linden Academy have an important new opportunity for two Learning Support Assistants to join our support team! We are seeking caring and reliable individuals who will work on a 1:1 basis with 2 children in Reception with special educational needs. We are looking for someone who has experience working with special needs and will work closely with our SENCo to help support their intellectual and social developmental needs during school times. The successful candidate will need to plan, resource and deliver personalised activities inside and outside of the classroom, which will help meet his agreed targets.

The successful candidate will:

- Possess a good standard of written/oral English and Numeracy skills
- Have previous experience in an educational setting and working with children aged 4 to 12
- Have the ability to communicate effectively and appropriately with children and adults
- Have knowledge of how/when best to intervene in children's learning in order to help them progress
- Have patience, resilience and a passion for the educational needs and development of happy and competent children
- Be able to engage children both inside and outside of learning times
- Have knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role

The successful candidate will ideally:

- Have a GCSE/O-Level equivalent in basic Maths and English
- Have qualifications or prior training linked to education, child development, counselling and/or special educational needs
- Have practical knowledge of a variety of conditions that may affect children's learning and development

Job Specifics:

- **Start date:** As soon as possible
- **Salary:** L1a:6 – Full-time equivalent - £16,394 / Pro rata - £12,406
- **Hours:** 32.5 hours a week, 8:30am to 4:00pm, Monday to Friday
- **Job Role:** Term time only, permanent

Why work for The Linden Academy?

- Linden Academy was previously a fee-paying independent school under the name Moorlands, since converting to 'The Linden Academy' the school has very much kept their traditional values but applied them to a modern context.
- Lovely small class sizes with 18-24 maximum per class with fantastic facilities and resources
- Brilliant CPD opportunities if you wish to improve and develop
- Experienced and innovative leadership with a fully committed governing body
- Join a lovely close-knit team of teachers and SLT that are genuinely here to support you and want to see you succeed

Teacher Testimonial: *"What first attracted me to The Linden Academy was its ethos. All members of staff were extremely welcoming and I loved the rapport between the staff as well as the relationships they had created with the children. Staff were passionate about the children's learning and progress, not just academically but personally. It was something I wanted to be a part of. During my time here, I have developed both professionally and personally. I started my employment as a timid graduate with little confidence of standing in front of a whole class. With great support and guidance, I have progressed from a Teaching Assistant to Class Teacher. Our Senior Leadership Team have greatly supported and built my confidence and ability in becoming a teacher. They have always been approachable and understanding with a genuine care for their*

staff's wellbeing. Staff across the school continue to support each other in any way they can to make sure we are promoting learning and progress to the highest standard for our pupils. It's a great community to be a part of." – Jessica Day

HOW TO APPLY

Closing Date: Thursday 20th September at 12pm Interviews: 26th September 2018

Please read the information in this pack. If you are interested in this job opportunity, please do apply online today via our career site on <https://www.mynewterm.com/trust/The-Shared-Learning-Trust/135337>

We look forward to hearing from you!

If you have any questions about this role or would like to arrange a visit, please email
academyrecruitment@thesharedlearningtrust.org.uk

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

RECRUITMENT TIMELINE

12 September	Position is advertised
20 September	Closing date for applications (12pm) <i>References will be requested at this stage</i>
21 September	Final shortlisting and contact with candidates
26 September	Interviews

SAFEGUARDING

We believe in the safeguarding and welfare of children and expect all staff to share this view.

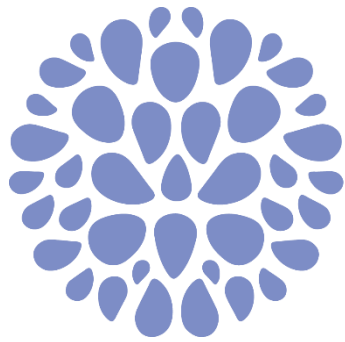
The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer. The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

The Department for Education (DfE)'s has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as:

... protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

The definition of 'children' includes everyone under the age of 18



The Shared Learning Trust

THE LINDEN
ACADEMY

INFORMATION FOR APPLICANTS:

1:1 Learning Support Assistant – Reception Class x2



WELCOME TO THE SHARED LEARNING TRUST

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.



I first began working for The Shared Learning Trust, as Principal of The Stockwood Park Academy or South Academy as previously known in 2009. Since then, the trust has grown from strength to strength employing some 500 fantastic staff members who serve over 3,500 children within our communities. It is my privilege to be CEO of our family of schools and work with each Principal or Head of School to ensure the best possible education in their own Academy.

Our ethos is simple, to build a collaborative partnership of academies and schools that will provide exceptional educational provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to pursue their aspirations through a wide range of enrichment activities and initiatives. The experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and also give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

- 'We recruit people for attitude and train for skills'

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff help us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read; coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes,

Cathy

WELCOME FROM THE EXECUTIVE PRINCIPAL



Rebekah Howe

'Mrs Howe' by Evie, Year 1

The Linden Academy is a thriving multi-cultural school in South Luton. As a team, we pride ourselves on providing good quality support and education. The Academy is going through an exciting period of development to accommodate our ever increasing new community.

Teachers are well supported through performance management and external and internal CPD. Aspiring leaders, middle and senior, have access to nationally accredited qualifications such as NAML and Senior Leader programmes. We work closely in partnership with the Luton Authority to provide opportunities for individuals to be recognised as Subject Leaders in Education and Local Leaders in Education.

The Linden Academy works in close partnership with its sister primary Academy, The Vale Academy, and this partnership provides a wealth of opportunity for moderation, joint CPD and professional working.

In joining The Linden Academy, you would be joining a supportive staff team who place the children's needs at the center of everything they do.

I look forward to meeting with you,

Bex

WELCOME FROM THE HEAD OF SCHOOL



Lesley Whittle

Dear Applicant,

Welcome to The Linden Academy! Thank you for taking the time to read this document and for showing an interest in our school.

At The Linden Academy, we pride ourselves on providing an excellent education that meets the needs of every individual child. Our aim is that every child meets his or her full potential and moves on to the next phase of their education with a genuine love of learning.

We are a happy and inclusive school, where learning is fun and where positive relationships are paramount. With small class sizes and a clear focus on traditional values, we provide a stimulating environment where the talents of all children are recognised and harnessed.

As a new 'Free School', we have been able to enhance the breadth of our curriculum offer and invest in new technologies to bring learning to life for the children. Our standards are set high and our staff team are dedicated to ensuring that all children succeed.

As a former independent school, we are proud of our heritage and continue to work hard to provide an unrivalled experience for our children and their families. We are unique in our ethos, passion and plans for the future. Now is a very exciting time to join us and we genuinely believe that The Linden Academy is the place to be. Why not arrange a visit so you can see for yourself?

I look forward to welcoming you into our school family,

Lesley

ABOUT THE SHARED LEARNING TRUST

The Shared Learning Trust is a stand-alone multi academy trust, which runs a family of four schools based in Bedfordshire:

- The Linden Academy, Luton, ages 4-11
- The Vale Academy, Dunstable, ages 2-11
- The Chalk Hills Academy, Luton, ages 11-18
- The Stockwood Park Academy, Luton, ages 11-18
- The Sixth Form, Luton, ages 16-19 (A part of both Chalk Hills and Stockwood)

Our Academies are supported in their work by our Teaching School, based at The Chalk Hills Academy. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoelaces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

VISION & VALUES – ‘*Strive, Achieve, Believe*’

At The Shared Learning Trust, we provide opportunities for all our students and adults to be aspirational and develop a passion and excitement for learning. Working with our communities, we ensure all students are able to achieve beyond their targets to reach the success they deserve. Our students develop a strong self-belief so that they flourish and develop into well-rounded, self-respecting young people.

Our commitment to our vision can be seen through:

- Our academies working together to provide more opportunities for all students and staff
- A focus on the development of our staff with opportunities for clear and dynamic career progression and high quality recruitment and retention.
- Strong Trust approaches to our key issues, for example; teaching, assessment, attendance and curriculum development.
- Partnerships with schools outside of our Trust to maximise opportunities for all.
- Close working and communication with our families and local community.
- Care for our families beyond the school day.
- Excellent lessons and learning incorporating effective use of new technologies.
- An interesting yet challenging curriculum.
- 16-19 provision, which ensures progression, routes for all.
- A Cross-Trust focus on high achievement and high standards.
- Ensuring that every child in our Trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom.
- Exemplary behaviour and conduct at all times.
- A can-do attitude across the Trust that fosters belief and high expectation.
- Ensuring no opportunities are missed

ABOUT THE LINDEN ACADEMY

Converting to Free School status in 2012, Moorlands Free School was previously a fee-paying independent school. Now welcoming children from across the whole of Luton under the name 'The Linden Academy'. Many of the traditions and values of the previous preparatory school remain as we believe in traditional values in a modern context.

Our curriculum is bespoke to our children and our aim is for both teaching and learning to be exciting, relevant and enjoyable. With a healthy emphasis on the core curriculum and a commitment to learning through modern technologies, TLA children receive a broad and balanced education. A strong element of this is also our care for the children; small class sizes and highly trained staff ensure that our children are safe, happy and healthy throughout their time with us.

In 2016 we finally relocated to our new, purpose built building located in South Luton (next to Venue 360) and will expand to 504 pupils over the coming 2 years with class sizes not exceed 24 – enabling us to further enrich our curriculum offer and to serve even more Luton children and their families.

This is such an exciting time for the school and there is no better time to join us!



CPD AND TRAINING- *We invest in you!*

All four Academies at The Shared Learning Trust are a part of our Teaching Trust, which is held at The Chalk Hills Academy. We aim to offer exceptional teacher training and high quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As Linden Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.



JOB DESCRIPTION

Title: Learning Support Assistant

Responsible to: Headteacher

PURPOSE OF POST:

To support children identified as having special educational needs or other barriers to learning in reaching their full potential and to lead a team of others in ensuring that all children experience success and progress well. To work closely with the school's SENCo in ensuring that the department is well organised and effective, including the liaison with external agencies and the administration of related documentation.

Main Duties and responsibilities

- Provide support within lessons for assigned pupils identified as requiring additional support
- Plan, resource and deliver personalised activities inside and outside of the class which help individuals or groups of children to meet their agreed targets
- Keep up-to-date records, and assist the SENCo in updating records including the evaluations of lessons and outcomes against a child's learning plan
- Administer assessment and diagnostic tasks, if appropriate
- Work with external agencies, for the complete care of the child
- Liaise with Class Teachers, the Learning Support (ELP) team and SENCo on at least a weekly basis to update on progress
- Attend appropriate training courses
- When required, to communicate with parents, together with the teacher and/or SENCo
- Assist in the setting of meaningful targets for individuals in conjunction with the class teacher and SENCo
- Provide care and guidance for pupils across the school, including over children's lunch and break periods
- Lead and support other members of the ELP team to ensure that the provision runs successfully and with positive outcomes, in collaboration with the SENCo
- Ensure that paperwork relating to EHC Plans is in place, that working in conjunction with the SENCo
- Attend and contribute to professionals meetings where required
- When required and with direction, to teach whole classes in the capacity as an unqualified teacher
- Use data to help inform the planning and programme of support for pupils
- Work as part of the wider school team, with a child's best interests at the heart of everything
- Work within the remit of the role and within the framework of all school policies and procedures

Person Specification

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A good standard of Numeracy and both written and oral English	✓		IV
GCSE/O Level or equivalency in basic Maths and English		✓	AF
Qualifications or prior training linked to education, child development, counselling and/or special educational needs (e.g. Cache, NVQ, Autism training etc.)		✓	
EXPERIENCE			
Previous employment in an educational setting	✓		IV AF
Previous experience of working with children with special educational needs	✓		IV AF
Experience of working with a range of ages of child (4 – 12 year olds)	✓		AF IV
Experience of supporting or leading other adults		✓	AF, IV
Demonstrable experience of effective record keeping		✓	AF, IV
SKILLS/KNOWLEDGE/ABILITIES			
Ability to communicate effectively and appropriately with children and adults	✓		AF/IV
Knowledge of how/when best to intervene in children's learning in order to help them progress	✓		AF/IV
Patience and resilience	✓		AF/IV
Team working experience and attitude	✓		AF/IV
Ability to prioritise tasks and to set and meet deadlines	✓		AF/IV
Passion for and commitment to the educational needs and the development of happy and competent children	✓		AF/IV
Creativity; the ability to engage children both inside and outside of learning times	✓		AF/IV
Ability to forge relationships based on mutual respect and understanding	✓		AF/IV
Working knowledge of effective strategies for behaviour management for children within the Primary phase	✓		AF/IV
Practical knowledge of a variety of conditions that <i>may</i> affect children's learning and development		✓	AF/IV

Ability to demonstrate knowledge and commitment to Equality and Diversity and how this has been applied in previous roles	✓		AF/IV
A knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role	✓		AF/IV
A knowledge and understanding of health and safety standards and best practice	✓		AF/IV

AF = Application Form

IV = Interview

REF = Reference

"The Linden Academy is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers & the Criminal Records Bureau."