

The Shared Learning Trust

# THE LINDEN ACADEMY

## Assistant Headteacher

Are you a Primary Teacher interested in stepping up into senior leadership?  
Would you like to lead and manage a vibrant Academy alongside the Deputy and Head of School?  
Would you like to be part of a genuinely lovely team where you are recognised and valued?  
If you have answered yes to these questions, The Linden Academy would love to hear from you!

The Linden Academy is on an exciting journey where we are looking to expand and develop. We, therefore, have a fantastic opportunity for an Assistant Headteacher to join our dynamic team! Here at The Linden Academy, we are passionate about inspiring young minds and ensuring that in everything we do, we are making a positive impact on our student's lives. Therefore, we are looking to recruit an Assistant Head that will take pride in being a member of the SLT and will undertake leadership responsibilities that are specific to their strengths.

As much as we look for teachers who will invest and care about our pupils', it is equally important we support and invest in our teachers too. Therefore, at Linden we ensure we look after all our staff and that they have the trust, autonomy and support necessary to be happy in their role.

### Job Specifics:

- **Start date:** September 2018
- **Salary:** L1 to L4: (£38,597 - £41,562)
- **Job Role:** Full time, 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
- £30 million state of the art modern facilities
- 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](#)

## WHAT QUALITIES ARE WE LOOKING FOR IN OUR NEW ASSISTANT HEADTEACHER?

The Children would like someone who

- Is kind, firm but fair
- Makes learning fun
- Who listens to what we have to say
- Who includes everyone
- Who is clear and good at explaining
- Who has a good sense of humour
- Who will play with us at break times

The Staff would like someone who

- Is willing to get involved with the whole school community
- Is proactive and uses their initiative
- Is enthusiastic, friendly, approachable and has a good sense of humour
- Is willing to work as part of a team
- Is happy to be flexible and adaptable
- Is caring with the children and supportive to colleagues

The Parents would like someone who

- Manages behaviour well
- Who nurtures the children socially
- Who is aware of disabilities and other vulnerabilities and includes everyone
- Who encourages the children to join in and achieve
- Who makes the children want to come to school everyday

## HOW TO APPLY

Closing Date: Friday 20<sup>th</sup> April at 12pm   Interviews: Thursday 26<sup>th</sup> April

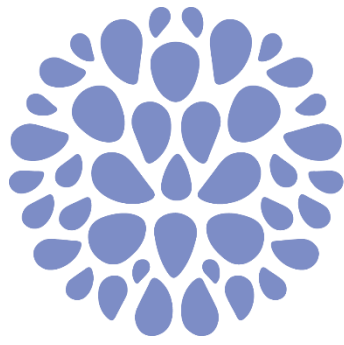
Please read the information in this pack. If you are interested in this job opportunity, please do apply online today via our career site on [www.thesharedlearningtrust.careers.eteach.com](http://www.thesharedlearningtrust.careers.eteach.com).

We look forward to hearing from you!

Visits to the Academy are warmly welcomed, please email [linden@thesharedlearningtrust.org.uk](mailto:linden@thesharedlearningtrust.org.uk)

***'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 Shared Learning Trust

THE LINDEN  
ACADEMY

INFORMATION FOR APPLICANTS:

**Assistant Headteacher**



# WELCOME TO THE SHARED LEARNING TRUST



Cathy Barr

The Shared Learning Trust has appointed Cathy Barr as its new Chief Executive Officer. Cathy is already part of the Shared Learning Trust's family of schools, having been Principal of the Stockwood Park Academy in Luton for the last five years. The Shared Learning Trust is a stand-alone Multi-Academy Trust, which runs a family of four schools based in Bedfordshire: Stockwood Park Academy, the Chalk Hills Academy, the Linden Academy and the Vale Academy. Cathy grew up locally, in Harpenden, and went to school in St Albans. She has almost 25 years' teaching experience under her belt, qualifying in 1993 and joining the team at Stockwood Park (then the Barnfield South Academy) in 2009.

Cathy said of her appointment: "I am thrilled to have been appointed CEO of the Shared Learning Trust. I care passionately about the students we teach and will do all I can to ensure each and every child, from the age of two to 18, get the best possible care and education in our academies."

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



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, age 4-11
- The Vale Academy, Dunstable, age 4-11
- The Chalk Hills Academy, Luton, age 11-18
- The Stockwood Park Academy, Luton, ages 11-18
- The Sixth Form, Luton, age 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 shoe laces 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', we are an Ofsted rated 'Good' school. 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

**POST:** Assistant Head – Responsibilities according to strengths

**SCHOOL:** The Linden Academy

**PAY RANGE:** L1 – 4 (£38,597 to £41,562)

**RESPONSIBLE TO:** The Head of School and Local Governing Body

## Main purpose

The Assistant Head Teacher will:

- ✓ Undertake the normal responsibilities of the class teacher
- ✓ Be a member of the senior leadership team
- ✓ Assist the Head of School and Deputy Head in leading and managing the Academy
- ✓ Undertake such duties as are delegated by the Head of School
- ✓ Play a major role under the overall direction of the Head of School in formulating and reviewing the Development Plan and the aims and objectives of the Academy by:
  - Establishing the policies through which they shall be achieved
  - Leading and managing staff and resources to that end
  - Monitoring progress towards their achievement.

The specific nature and balance of these responsibilities will vary according to the needs of the Academy, and may be shared.

## Class Teacher Responsibilities

It will be the Assistant Headteacher's responsibility to:

- Carry out duties of a school teacher as set out in the current 'School Teacher's Pay and Conditions' document
- Carry out duties of a general class teacher as detailed in the Academy's Class Teacher job description (NB 60% teaching)

## Organisation, Management and Control

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the Academy
- Formulating the aims and objectives of the Academy and policies for their implementation
- To contribute to planning improvement which will translate aims and policies into action
- Implementing the DfE's and Governing Body's policies on equal opportunity issues in relation to ethnicity, gender, disability status, gender identity, sexual orientation, or religion and beliefs
- The efficient organisation, management and supervision of school routines

## **Curriculum Development**

To be responsible for progress and support of a core subject area and/or key stage.

To contribute to:

- The development, organisation and implementation of the curriculum
- Policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different teaching teams form a coordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the Academy
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

## **Pupil Care**

To contribute to:

- The development, organisation and implementation of the policy for the personal and social development of pupils, including pastoral care and guidance
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of a culture of independent learning

## **The Management of staff**

The Assistant Head Teacher will be expected to:

- Be responsible for the line management and performance management of specific teachers and members of staff
- Participate in the recruitment and development of teaching and non-teaching staff.
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- Participate in arrangements for the appraisal of the performance of teachers, the provision of professional advice and support, and the identification of training needs

## **Relationships**

The Assistant Head Teacher will also be expected to:

- Be responsible for fostering positive relationships across the Linden Academy community.
- Advise and assist the Local Governing Body as required in the exercising of its functions including attending meetings and making reports.
- Help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers.

**PERSON SPECIFICATION**  
**Assistant Headteacher - The Linden Academy**

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Teaching Qualification/QTS	X		AF
Professional development in preparation for a leadership role		X	AF
First Degree or equivalent	X		AF
<b>EXPERIENCE</b>			
Experience as a successful middle/senior leader within a school	X		IV/AF
Experience of leading, coaching and motivating staff	X		IV/AF
Experience of having led, or significantly contributed to, the success of a school through teaching and leadership	X		IV/AF
Demonstrable experience of strong organisational skills	X		IV
Line management experience		X	AF
Experience of working with and reporting to Governors/Directors	X		IV/AF
Experience of Ofsted inspection framework and 'outstanding' teaching and learning	X		IV/AF
<b>SKILLS/KNOWLEDGE/ABILITIES</b>			
Proven understanding and experience of school improvement processes and school self-evaluation	X		IV
Proven skills in people management	X		IV
The ability to motivate staff and students to high levels of achievement.	X		IV
High level interpersonal skills with the ability to work and develop relationships all key stakeholders.	X		IV
Outstanding knowledge of high quality teaching and learning in all curriculum areas, with particular focus on phonics and Literacy.	X		IV
An understanding of and commitment to equalities, safeguarding and health and safety.	X		IV
The ability to be innovative, versatile and flexible and to work outside of established norms including being responsive to changing needs, arising situations and opportunities.	X		IV
A commitment to ensuring excellence in teaching and learning and to promoting a culture of continuous	X		IV

monitoring and effective use of data.			
Strong team working skills and a commitment to collegiate working.	X		IV
Strong organisational and planning skills with the ability to manage competing demands effectively.	X		IV
Understanding of school finances and financial management		X	IV/AF
Data analysis skills, and the ability to use data to set targets and identify weaknesses	X		IV/AF
An up to date knowledge of the national curriculum and other Primary strategies	X		IV
<b>PERSONAL QUALITIES</b>			
A commitment to getting the best outcomes for all pupils and promoting the aims and values of the school and of The Shared Learning Trust.	X		IV
Ability to work under pressure and prioritise effectively	X		IV
Commitment to maintaining confidentiality at all times and to safeguarding and equality	X		IV
A commitment to own and others professional development.	X		IV
A commitment to maintaining the highest professional standards at all times.	X		IV

AF = Application Form  
IV = Interview  
REF = Reference  
PT = Presentation and/or test

## CONTEXT

*Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.*

*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.*