

The Shared Learning Trust

THE LINDEN ACADEMY

Learning Support Assistant (x2)

Are you passionate about supporting children overcome any barriers to learning?

Are you creative and innovative with the ability to inspire children?

Would you like to work in a warm and friendly academy where you are fully supported?

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 new opportunity for two Learning Support Assistants to join our welcoming team from 1st September 2018. 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.

We are looking to appoint two creative and enthusiastic learning support assistants with a passion for supporting learning. We are a three form entry primary academy with class sizes no bigger than 24! This is a full time, permanent role with the flexibility of working with all ages of children in a variety of roles.

We are proud of the development, support and education of our children. We are looking for talented and dedicated staff committed to our continuing success. You will have high expectations and a belief that all children can succeed. Effective communication skills are highly sought after in addition to being a great team player.

Job Specifics:

- **Start date:** September 2018
- **Salary:** Scale 1 - £16,394 - £17,007pa
- **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
- A fantastic environment where children, staff, governors and wider community model our school key values
- An experienced and supportive governing body
- Bright and well behaved pupils who are proud of their school and their achievements

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 24th May 2018 at 12pm Interviews: 6th June 2018

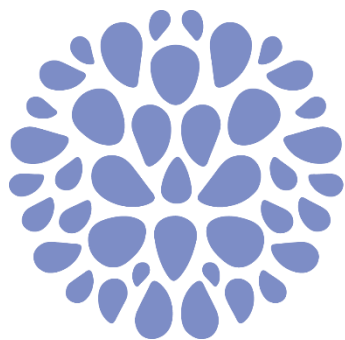
Please read the information in this pack. If you are interested in this job opportunity, please do apply online today via our career site on www.thesharedlearningtrust.careers.eteach.com.

We look forward to hearing from you!

If you have any questions about this role or would like to arrange a visit, please call 01582 211 441 or email linden.admin@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:

Learning Support Assistant



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, 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 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'. 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: Head of School

PURPOSE OF POST:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs
- To assist in the maintenance of children's records.
- To promote the school's values.

To undertake all of the following:

- Work as part of a team and assist the class teacher to ensure quality education for the children.
- To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education.
- Report any concerns regarding children's welfare or education
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games

and the creation and mounting of displays for children's work.

- Assist and attend with seasonal events e.g. parents' evenings, concerts and festivals
- To show a commitment to school life.
- Attend appropriate staff meetings and training days/events as requested