

The Shared Learning Trust

# THE LINDEN ACADEMY

## Deputy Headteacher

Are you a Primary Teacher interested in a leadership position for September?  
Would you enjoy executing new ideas and strategies that make a difference to Teaching & Learning?  
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 brilliant opportunity for a Deputy 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 a Deputy Head that will take a major role in formulating the aims and objectives of the school and lead on Teaching and Learning and Curriculum development.

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:** Leadership Pay Spine
- **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](#)

# HOW TO APPLY

Closing Date: Friday 20<sup>th</sup> April at 12pm   Interviews: Wednesday 25<sup>th</sup> April

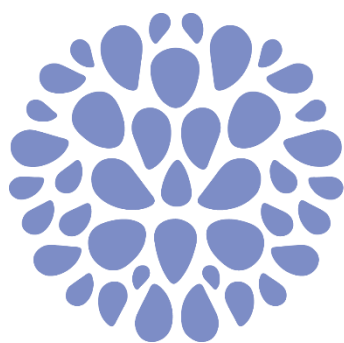
Please read the information in this pack. If you are interested in this job opportunity, please do apply online today via our career site on [www.thesharedlearningtrust.careers.eteach.com](http://www.thesharedlearningtrust.careers.eteach.com).

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:

**Deputy 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:** Deputy Head – Teaching and Learning

**SCHOOL:** The Linden Academy

**PAY RANGE:** Leadership (based on experience)

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

## **Main purpose**

The deputy Headteacher, under the direction of the Head of School, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

If the head of school is absent, the deputy Headteacher will deputise, as directed by the governing board.

## **Duties and responsibilities**

Under the direction of the Head of School:

- Lead on Teaching and Learning
- Lead on Curriculum Development

## **Qualities and knowledge**

Under the direction of the Head of School:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

## **Pupils and staff**

Under the direction of the Head of School:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes

- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

## **Systems and processes**

Under the direction of the Head of School.

**Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose**

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

## **The self-improving school system**

Under the direction of the Head of School:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The deputy headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.

**PERSON SPECIFICATION**  
**Deputy 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 monitoring and effective use of data.	X		IV

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.*