

The Shared Learning Trust

THE LINDEN ACADEMY

Midday Supervisor

Would you like to earn some extra money around your childcare or other responsibilities?

Would you be interested in supporting the smooth running of our lunchtimes?

Would you like to be an instrumental part of a successful Academy based in Luton?

If you have answered yes to these questions, The Linden Academy would love to hear from you!

The Linden Academy are currently seeking to recruit a welcoming, friendly and reliable person to join our vibrant team! We are looking for a Midday Supervisor that will be an instrumental part of our Academy by helping out during lunchtimes to ensure the smooth running of the canteen meals, packed lunches and the supervision of children at play.

Main Responsibilities:

- Developing, planning and organising play activities for children
- To support and monitor pupils at play
- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting
- Maintain consistent standards of pupil behaviour at all times during the school day.
- Report behaviour observations to a teacher in order for them to maintain the academy's standard of discipline and behaviour
- Work to academy policies to maintain a safe environment for pupils and other staff
- Work safely and encourage safe behaviour from pupils
- Supporting and encouraging pupils to follow good hygiene practice and manners
- Be able to fit in with the ethos of the school and its ways of working
- Be able to work under specific instructions from Principal, Vice Principal and Safe Guarding and Behaviour Manager

The successful candidate will:

- Have good communication skills and be able to liaise with all staff and children
- Be prepared to work unaffected by children with disabilities and be positive at all time
- Be empathetic and make good working relationships with children
- Be a key member of the support team and be expected to support the values and ethos of the school
- Adhere to all school policies and safeguarding

Job Specifics:

- **Salary:** £7.50 an hour
- **Hours:** 7.25 hours a week, 11:45am to 1:30pm
- **Type of role:** Permanent, term time only
- **Start Date:** As soon as possible

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.
- £30 million state of the art modern facilities in an Ofsted rated 'Good' school
- Brilliant CPD opportunities if you wish to improve and develop
- Join a lovely close-knit team of teachers and SLT that are genuinely here to support you and want to see you succeed
- The school will be expanding to 504 pupils over the coming 2 years and with our fantastic partnership links within The Shared Learning Trust, there are plenty of opportunities to progress your career!

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: Wednesday 14th February at 12pm **Interviews:** W/C 19th February 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.

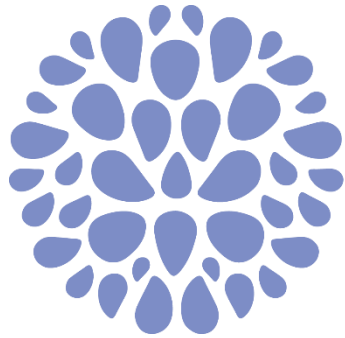
Please refer to our Job Description and Person Specification in your application as this forms the basis of our shortlisting.

We look forward to hearing from you!

Visits to the Academy are warmly welcomed, please contact Hannah Chandler, Recruitment Officer on 01582 211 226 or email hannah.chandler@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:

Midday Supervisor



WELCOME TO THE SHARED LEARNING TRUST



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, gets the best possible care and education in our academies."

' 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.

WELCOME TO THE LINDEN ACADEMY



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 are united in working towards one common aim: to provide Luton children with the best quality education we can.

We believe that this journey starts with our talented staff. That is why we pride ourselves on creating a close, supportive team where every teacher is able to excel.

Boasting small class sizes (12-24 max per class), close-knit team, state of the art building and facilities built in September 2016 with wonderful children. We genuinely believe that The Linden Academy is the place to be.

Why not arrange a visit so you can see for yourself?

Look forward to meeting you soon!

Lesley Whittle

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, judged 'Good' by Ofsted
- The Vale Academy, Dunstable, age 4-13, judged 'Good' by Ofsted
- The Chalk Hills Academy, Luton, age 11-18, judged 'Good' by Ofsted
- The Stockwood Park Academy, Luton, ages 11-18, judged 'Good' by Ofsted
- The Sixth Form, Luton, age 16-19, judged 'Good' by Ofsted (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 – 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!



OFSTED AT THE LINDEN ACADEMY



Leadership and Management: 'GOOD'

- The Principal is passionate about making sure that every pupil achieves their best while at the school. She gives outstanding leadership to the school and has built a good team of leaders to support school improvement. Most parents and carers confirm that the school responds to any concerns they raise, believe the school is well led and managed, and would recommend it to others. They say the Principal is very approachable and is always on hand every morning to meet the children and listen to any points parents and carers wish to make.

Behaviour and Safety of Students: 'GOOD'

- Pupils enjoy coming to school and are keen to learn. As a result, attendance is high. They behave well in most lessons, and are careful and considerate of each other. They move sensibly and quietly from one lesson to another. They understand the school's house system, and value the stickers and house points they can earn for good behaviour as well as good work.

Quality of Teaching: 'GOOD'

- In the best teaching, tasks are interesting and challenging, and pupils understand exactly what the teacher would like them to achieve by the end of the lesson. As a result, pupils work with great concentration and commitment, and produce a good quantity of neat and carefully thought-out work. They are able to challenge themselves to do their best because the teacher explains what they must do to be successful in their learning. Pupils discuss their ideas with each other and are fully involved in thinking deeply about the teachers' questions.

Achievement of Pupils: 'GOOD'

- Most children start in the Reception classes with skills and experiences that are broadly as expected for their age. They make good progress and by the time they begin Year 1, proportion attaining the expected levels has increased. Pupils in Key Stage 1 continue to make good progress. Evidence from lesson observations and from looking at books in Year 6 shows that pupils are working above levels. They make good progress from their starting points.

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: Midday Supervisor

Responsible to: Headteacher

PURPOSE OF POST:

The Midday Supervisor role is to support the Academy during lunchtimes to ensure the smooth running of the canteen meals, packed lunches and the supervision of children at play. They are an essential part of school life and are seen as a valuable asset to the school organisation.

Main Responsibilities:

- Developing, planning and organising play activities for children
- Using play activities to help children to develop socially and emotionally
- To support and monitor pupils at play
- To engage in activities and encourage children to play within lunchtimes
- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting
- Maintain consistent standards of pupil behaviour at all times during the school day.
- Report behaviour observations to a teacher in order for them to maintain the academy's standard of discipline and behaviour
- Work to academy policies to maintain a safe environment for pupils and other staff
- Work safely and encourage safe behaviour from pupils
- Supporting and encouraging pupils to follow good hygiene practice and manners
- Be able to fit in with the ethos of the school and its ways of working
- Be able to work under specific instructions from Principal, Vice Principal and Safe Guarding and Behaviour Manager

CONTEXT:

The successful candidate will be a key member of the support team. They will be expected to support the values and ethos of the school and school priorities as well adhering to all school policies including safeguarding. The successful candidate will be joining the academy at a pivotal point in our journey to become a recognised institution in the provision of outstanding education.

Due of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken.

It is therefore essential in making your application that 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 provision 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 Authority.

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 Barring Service.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Please make sure, when completing your application form, you give <u>clear examples</u>				
Of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience			Experience of working in an education environment	1,2
Skills/Abilities	Be empathetic and make good working relationships with children Be prepared to work unaffected by children with disabilities and be positive at all times Excellent communication skills – ability to liaise with staff and all children; some children may be autistic, have behavioural difficulties or EAL (English as additional Language)	1,2 1,2 1,2	Trained first aider	1,2
Equality Issues	Able to recognise discrimination and to follow the policies and procedures of the organisation.	1,2		
Specialist Knowledge			Understanding of health and safety issues and any regulatory expectation in relation to job role	1,2
Education and Training	Good level of education	1,2,4		
Other Requirements	A knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role	1,2		

(1 = Application Form, 2 = Interview, 3 = Test, 4 = Proof of Qualification, 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.