

The Shared Learning Trust

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THE LINDEN  
ACADEMY

# WHY WORK FOR THE LINDEN ACADEMY?

## ABOUT US

- At The Linden Academy, we put our children at the heart of everything we do, to serve our local community
- You'll be working alongside a collaborative, forward thinking, friendly and supportive team of around 50 staff
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding Trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% off annual membership for Active Luton Gym

## 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 Department of Education (DfE) 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.

## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: <https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or [j.powell@thesharedlearningtrust.org.uk](mailto:j.powell@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 to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic 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.



## HERE'S WHAT OFSTED HAVE TO SAY

*"Pupil's wellbeing is a priority at The Linden Academy. Pupils benefit from the care that adults provide. Because of this, pupils feel happy and safe in school.*

*A well-developed culture of trust encourages pupils to share their worries. Pupils are valued members of a respectful school community where difference and diversity are celebrated."*

*Ofsted January 2022*

# OUR LEADERSHIP

Dear Applicant,

Thank you for your interest in The Linden Academy where we put children at the heart of everything we do.

The Linden Academy prides itself on being a warm and inviting space for all whilst ensuring we provide an excellent education to our children. For children to succeed and thrive, they need to feel happy, safe and secure.

Our curriculum has been designed to ensure all children gain the correct knowledge and skills to succeed and thrive (emotionally, socially and academically) in a constantly developing environment

I look forward to welcoming you into the academy.

Kind regards,  
Michelle Woodhams  
Head of School



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 in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 3,700 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 provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.

## **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 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 and can react positively to those demands
- 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 trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy

# VISION & VALUES



## 'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

### STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

### ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Share strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

### BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation



## 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 exceeding 26 – 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!

# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers for all staff members



Free, onsite car parking at all academies



Reduced gym membership



Cycle to work scheme



Support for all staff with an experienced licensed counsellor



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Enhanced pension employer's contribution & death in service payment



Support with relocation, including a range of information and contacts



Online delivery drop off service, including Amazon deliveries



Refer a friend £500 bonus scheme

## CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

To continue our support for all members of our staff community, we have partnered with the Teacher Development Trust, offering our colleagues the opportunity to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

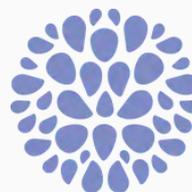
When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

# RECRUITMENT BOOKLET



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SEE MORE AT

[WWW.THESHAREDLEARNINGTRUST.ORG.UK](http://WWW.THESHAREDLEARNINGTRUST.ORG.UK)



## Higher Level Teaching Assistant

The Linden Academy has been on an exciting journey of growth and we are looking to expand our team by appointing a dedicated and passionate Higher-Level Teaching Assistant. You will play an integral role in complementing the class teachers' delivery of the curriculum, providing support for pupils in order to raise attainment and making learning memorable and enjoyable. You will also assume the responsibility of teaching a whole class independently. 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 seeking to recruit an enthusiastic and motivating HLTA who will take pride in supporting students and delivering engaging lessons that set our pupils up to succeed. We have fantastic children with a desire to learn. We understand that there are various pressures that come with working in education, as much as we look for staff who will invest and care about our pupils', it is equally important we support and invest in our staff too. Therefore, at The Linden Academy, we ensure we look after all our staff and they have all the support necessary to be happy in their role. A friendly supportive team of around 50 staff and support from fellow HTLAs within the school.

**Visits are warmly welcomed to the school.**

### The Successful Candidate will be

- An experienced HLTA who has experience of covering across the primary school but particularly, year 5 and 6.
- Experience of delivering whole class teaching
- Thorough knowledge and understanding of safeguarding
- Appropriate IT skills to support learning
- The ability to challenge and engage children in their learning through creative opportunities
- Ability and willingness to work collaboratively and supportively within the school team
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

### Job Specifics

**Start Date:** September 2023

**Salary:** NJC L4 9 – 10 £23,194 - £23,620 dependent on experience (Actual salary £18,307 - £18,643)

**Job Role:** Permanent, Full time, Term-time + inset days, Monday – Friday 8.15am – 3.30pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



## Job Description

**Post:** Higher Level Teaching Assistant

**Responsible to:** Deputy Head of School

### Main Duties and responsibilities

#### Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Answer student queries
- Adhere to the school's policies and procedures
- Collect completed work after the lesson and return it, marked, to the appropriate teacher
- Evaluate lessons taught, identify significant learners

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend staff meetings and any other CPD required
- Supervise pupils on visits, trips and out of school activities as required
- Undertake supervision of students at break and lunchtimes and in after/before school clubs should a need arise, on prior arrangement and notification by the Principal
- Act proactively in the day to day management of pupil behaviour, following school policy
- A willingness to take on relevant training in basic first aid and the administration of medicines
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, as determined by the Principal

*This list is by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed by the Head of School to undertake any other duties commensurate with this role*



## PERSON SPECIFICATION

Candidates will be assessed on the following:

|  | Essential | Desirable | Source of Evidence |
|--|-----------|-----------|--------------------|
| <b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>   |           |           |                    |
| A good standard of Numeracy and both written and oral English  | ✓         |           | PT, IV             |
| <b>EXPERIENCE</b>  |           |           |                    |
| Previous experience or employment in an educational setting, or specific to working with children                          | ✓         |           | IV<br>AF           |
| A proven interest in working with children of all ages (4-12)  |           | ✓         | IV<br>AF           |
| <b>SKILLS/KNOWLEDGE/ABILITIES</b>  |           |           |                    |
| Ability to communicate effectively and appropriately with children and adults  | ✓         |           | AF/IV              |
| Knowledge of how/when best to intervene in children's play and socialising in order to create a happy and safe environment | ✓         |           | AF/IV              |
| Patience and resilience  | ✓         |           | AF/IV              |
| Team working experience and attitude   | ✓         |           | AF/IV              |
| Ability to organise and resource child-friendly activities   | ✓         |           | 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  | ✓ |  | 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 |
| Ability to demonstrate knowledge and commitment to Equality and Diversity   | ✓ |  | 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      PT = Presentation and/or test

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.