

The Shared Learning Trust

THE LINDEN
ACADEMY

RECRUITMENT BOOKLET

DEPUTY HEAD OF SCHOOL



DEPUTY HEAD OF SCHOOL

We are looking to employ an experienced, established leader who has evidence of successful leadership of curriculum design, implementation and reviewing impact. The successful candidate will lead on all aspects of the strategic development of the curriculum and the overview of how data is used to identify areas for development (pupil and staff).

The successful candidate will have evidence of completion of recent leadership/ senior level training thus demonstrating a desire to continue to extend their knowledge and development. 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 pupils' lives. We are looking to recruit a Deputy Head that will take a major role in formulating the aims and objectives of the school.

Ofsted 2022: 'Pupils' 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.'

The role that a teacher plays is truly instrumental; it is their ability, skillset, knowledge and enthusiasm, which determines the success of the children they teach. We are looking for an excellent teacher who knows how to enthuse and connect with children to ensure that our pupils' have the best possible chance to succeed in all subjects and aspects of the curriculum.

Ofsted 2022: 'Pupils are well prepared to become members of the wider community. They are encouraged to think about the decisions they make and consider the feelings of others. Pupils are proud of their achievements and are keen to celebrate the success of their peers.'

Visits are warmly welcomed to the school.

Job specifics

| | |
|-------------------|--------------------------|
| Start date | 1st September 2022 |
| Salary | L5 to L9 £46,566-£51,402 |
| Job Role | Full time, Permanent |

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



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

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 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

WELCOME TO THE SHARED LEARNING TRUST



Cathy Barr,
CEO

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 staff helps us to achieve the goals we have set out 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 and clearly articulate 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 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 the 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

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 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each 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.





ABOUT US

Along with our family of 5 academies, we also offer a fantastic sixth form provision for students aged between 16-19 and this is based at both The Chalk Hills and Stockwood Park Academy. Included in our sixth form provision is our Football Academy partnered with Luton Town FC and our brand new Cricket Academy, partnered with Northamptonshire Cricket Club.

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.

- The Vale Academy, Dunstable 2-11
- The Rushmere Park Academy, Leighton Buzzard, 2-9
- **The Linden Academy, Luton 4-11**
- The Chalk Hills Academy, Luton 11-18
- The Stockwood Park Academy, Luton 11-18

CPD AND TRAINING - WE INVEST IN YOU!

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 Qualifications for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As The 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.

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
- Shared 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

WELCOME FROM THE DIRECTOR OF PRIMARY EDUCATION



BEX HOWE
EXECUTIVE PRINCIPAL
'MRS HOWE' BY EVIE, YEAR 1

As a team, we pride ourselves on providing good quality support and education. The Linden Academy is continuing through an exciting period of adaptation 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 two sister primary academy's, The Vale Academy and The Rushmere Park Academy, and this partnership provides a wealth of opportunity for moderation, events, external and internal training and professional working.

In joining The Linden Academy, you would be joining a supportive staff team who place the children's needs at the centre of everything they do.

I look forward to meeting with you.

Best wishes,

Bex



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



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



Support for all staff with an experienced licensed counsellor



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!



MEDICAL

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.

JOB DESCRIPTION

| | |
|-----------------------|-------------------------------------|
| JOB TITLE | Deputy Head of School |
| RESPONSIBLE TO | Head of School - The Linden Academy |
| SALARY | L5 to L9 |

PURPOSE OF POST

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
- Lead on all aspects of the strategic development of the curriculum
- Strategic overview of how data is used to identify areas for development (pupil and staff).
- If the Head of School is absent, the Deputy Head will deputise.

DUTIES & RESPONSIBILITIES

Under the direction of the Head of School:

- Model outstanding teaching (teaching hours are negotiable, with no more than 0.5 teaching commitment)
- Hold leadership responsibility for key areas across the academy
- Ensure that the monitoring of teaching & learning is effective in raising and sustaining standards
- Lead and oversee the staff performance management process and practice
- Lead and support those with responsibility for curriculum development

QUALITIES & KNOWLEDGE

Under the direction of the Head of School:

- Support with the day-to-day management of the school
- Communicate the school's and trust'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 & 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 & 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 Trustees and Trust leaders 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 and colleagues across the Trust
- 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 head 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 head 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

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

Essential (E): without which the candidate would be rejected

Desirable (D): useful for choosing between two good candidates

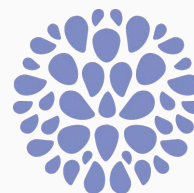
Please make sure, when completing your application, you give clear examples of how you meet the essential and desirable criteria.

| EDUCATIONAL & PROFESSIONAL QUALIFICATIONS | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Teaching Qualification/QTS | X | |
| Professional development in preparation for a leadership role | | X |
| Degree or equivalent | X | |
| EXPERIENCE | | |
| Experience as a successful middle/senior leader within a primary school | X | |
| Experience of leading, coaching and motivating staff | X | |
| Experience of having led, or significantly contributed to, the success of a school through teaching and leadership | X | |
| Demonstrable experience of strong organisational skills | X | |
| Line management experience | X | |
| Experience of working with and reporting to Governors/Directors | | X |
| A proven track record of outstanding teaching and learning | X | |
| Experience of mentoring unqualified and newly qualified teachers | | X |
| Experience of leading a successful whole school team | X | |
| A sound awareness of the Ofsted framework | X | |
| SKILLS/KNOWLEDGE/ABILITIES | | |
| Proven understanding and experience of school improvement processes and school self-evaluation | X | |
| Proven skills in people management | X | |
| The ability to motivate staff and children to high levels of achievement. | X | |
| High level of interpersonal skills with the ability to work and develop relationships all key stakeholders. | X | |
| Outstanding knowledge of high-quality teaching and learning in all curriculum areas for both Key Stages | X | |
| An understanding of and commitment to equalities, safeguarding and health and safety. | X | |
| 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 | |
| A commitment to ensuring excellence in teaching and learning and to promoting a culture of continuous monitoring and effective use of data. | X | |
| Strong team-working skills and a commitment to collegiate working. | X | |

PERSON SPECIFICATION

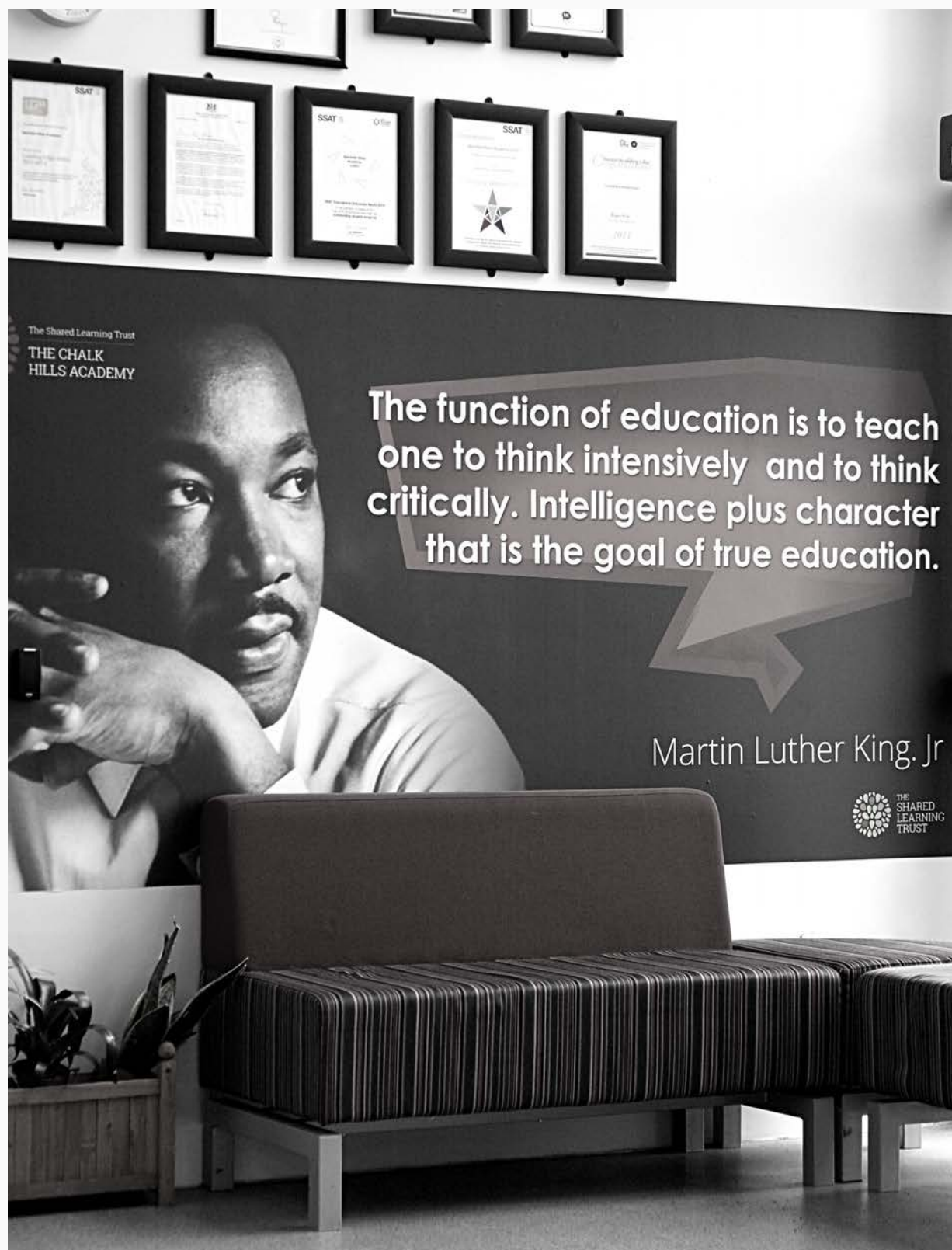
| EDUCATIONAL & PROFESSIONAL QUALIFICATIONS | ESSENTIAL | DESIRABLE |
|--|------------------|------------------|
| Strong organisational and planning skills with the ability to manage competing demands effectively. | X | |
| Understanding of school finances and financial management | | X |
| Data analysis skills, and the ability to use data to set targets and identify weaknesses | X | |
| An up-to-date knowledge of the National Curriculum and other primary strategies | X | |
| PERSONAL QUALITIES | | |
| 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 | |
| Ability to work under pressure and prioritise effectively | X | |
| Commitment to always maintaining confidentiality and to safeguarding and equality | X | |
| A commitment to own and others professional development. | X | |
| A commitment to always maintaining the highest professional standards. | X | |

RECRUITMENT BOOKLET



The Shared Learning Trust

THE LINDEN
ACADEMY



The Shared Learning Trust
THE CHALK
HILLS ACADEMY

The function of education is to teach
one to think intensively and to think
critically. Intelligence plus character
that is the goal of true education.

Martin Luther King. Jr



SEE MORE AT

WWW.THESHAREDLearningTRUST.ORG.UK