

The Shared Learning Trust

THE LINDEN ACADEMY

Learning Support Mentor – 1 to 1 & Small Group

The Linden Academy has an excellent position for a Learning Support Mentor to provide learning support to individual and small groups of pupils across the academy to join our team. We are seeking a team player, skilled at connecting with pupils and offering the appropriate assistance. The successful candidate will have some experience with caring for pupils and can be assured that the Trust will do their utmost to invest in their careers.

Key Duties

- To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.
- To support the learning development of pupils.
- To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.
- To build and maintain positive and professional relationships with staff, pupils and parents treating all children consistently, with respect and consideration.
- To develop and agree action plans for individual pupils and groups of pupils, working in conjunction with the class teacher.

The successful candidate will have

- Level 2 qualifications in Maths and English or above (essential)
- To have Learning Support Assistant Level 2/3 qualification or EYFS education qualifications (desirable)
- To have the ability to communicate using standard English (essential)
- To have basic ICT skills for record keeping and completing referral forms to outside agencies (essential)

Job Specifics

- **Start date** asap
- **Salary** NJC L1 a-b £17,872-£18,198 FTE actual pro rata salary £14,008-£14,264
- **Job Role** Fixed-Term till January (to be reviewed)
- **Hours** 33.75 hours per week, Monday – Friday 8:15am – 3:30pm, Term-time and 5 INSET days

Why work for The Linden Academy?

- Lovely small class sizes with 18-24 maximum per class with fantastic facilities and resources
- Exceptional 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.
- Friendly, supportive team of around 50 staff.
- Fantastic children with a desire to learn.
- Support from fellow colleagues within the school.
- Opportunity to develop and grow.
- Part of a wider Trust.

HOW TO APPLY

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.mynewterm.com/trust/The-Shared-Learning-Trust/135337>

We look forward to hearing from you!

If you have any questions about this role or would like to arrange a visit, please email academyrecruitment@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 and personal qualities 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.

RECRUITMENT TIMELINE

9 th Sept 2021	Position is advertised
Friday 24 th Sept 2021	Closing date for applications (12pm) References will be requested at this stage
From 24 th Sept 2021	Final shortlisting and contact with candidates
Wednesday 29 th Sept 2021	Interviews

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

SAFEGUARDING

We believe in the safeguarding and welfare of children and expect all staff to share this view.

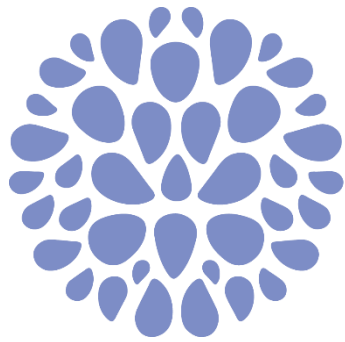
The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department for 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.



The Shared Learning Trust

THE LINDEN
ACADEMY

INFORMATION FOR APPLICANTS:

KS1 & KS2 Learning Support Mentor



WELCOME TO THE SHARED LEARNING TRUST



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 provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to pursue their aspirations through a wide range of enrichment activities and initiatives. The experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and also give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

- '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.

With best wishes,

Cathy

WELCOME FROM THE EXECUTIVE PRINCIPAL



'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

ABOUT THE SHARED LEARNING TRUST

- The Linden Academy, Luton, ages 4-11
- The Vale Academy, Dunstable, ages 2-11
- The Rushmere Park Academy, Leighton Buzzard, ages 2 - 9
- The Chalk Hills Academy, Luton, ages 11-19
- The Stockwood Park Academy, Luton, ages 11-19

Our Academies are supported in their work by our Teaching Trust, 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 shoelaces 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*’

We are a unique family of 5 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 of 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, for example; 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 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 five Academies at The Shared Learning Trust are a part of our Teaching Trust, which is based 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

Job title: Learning Support Mentor – 1 to 1 & Small Group

Salary: NJC L1 a-b £17,872-£18,198 FTE actual pro rata salary £14,008-£14,264

Reporting to: SENDCO

Purpose of Job: To provide learning support to individual and small groups of pupils across the academy.

This position is for 33.75 hours per week, 8.15am to 3.30pm working Mondays to Fridays (term time only) with requirement to work on occasional Mondays until 5pm to attend relevant training.

Specific Responsibilities:

To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.

To support the learning development of pupils identified with Special Educational Needs or Disability

To actively promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.

To build and maintain positive and professional relationships with pupils, teachers and parents treating all children consistently, with respect and consideration.

To help develop pupils' confidence and self-esteem through listening to them and devising appropriate programmes of support for their learning and development.

To significantly contribute towards the review and re-setting of EHC plans for pupils with whom they work. Work alongside the class teacher and SENDCO to communicate the agreed actions to staff.

To liaise with the SENDCO, class teachers and parents regarding the support in place for pupils

To support underperforming learners in identifying issues which are creating barriers to learning and help them in beginning to address these barriers.

Be familiar with and comply with a full range of policies and procedures relating to safeguarding, health & safety and confidentiality. Ensure all concerns are reported to the appropriate person

Work collaboratively with colleagues across the Trust.

Build and maintain professional and positive relationships.

Strive to continually develop practice through taking on feedback and seeking out CPD opportunities.

To use own initiative to engage pupils in their learning.

To actively contribute to the learning environment.

Person Specification

Personal education and qualification

- Level 2 qualifications in Maths and English (essential)
- To have Learning Support Assistant Level 2/3 qualification (desirable)
- To have the ability to communicate using standard English (essential)
- To have basic ICT skills for record keeping and completing referral forms to outside agencies (essential)

Professional skills

- Previous experience of working with children and families in the public, private or voluntary sector.
- Experience of facilitating groups.
- Excellent communication, listening and observation skills.
- Ability to deal with difficult/sensitive situations.
- Ability to manage confidential information.
- Organisational abilities and accurate record keeping skills.
- Sound knowledge and understanding of child growth and development.
- Knowledge of the parenting needs of children.
- Knowledge of barriers to learning.
- Experience and understanding of multi-agency and partnership working.
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Enjoys working with children and is able to establish excellent relationships
- Hardworking and is able to work on their own initiative and manage time

Personal skills

- Professional and honest
- Maturity
- Positive and nurturing
- Ability to relate to young children and act as a positive role model
- Excellent interpersonal skills
- Effective listening skills
- A non-judgmental approach
- Excellent communication skills (both written and verbal)
- Resilience- the ability to remain calm and work well under pressure
- Excellent use of initiative and quick thinking
- Ability to work creatively and collaboratively
- Flexible and open to change
- Good organisational skills
- Effective problem-solving skills