

The Shared Learning Trust

---

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."

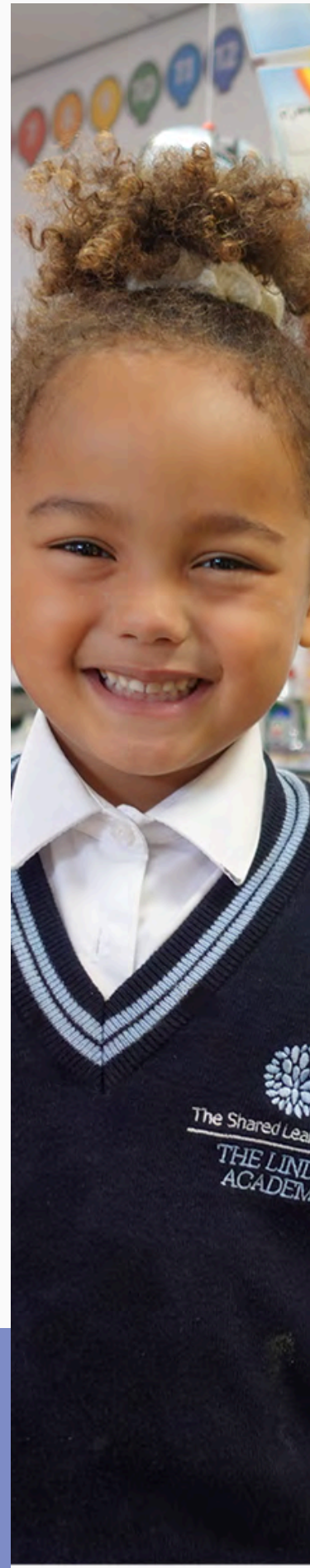
The definition of 'children' includes everyone under the age of 18.

## 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.



We are excited to announce the proposed merger of The Shared Learning Trust (TSLT) with Advantage Schools (AS), which will take place on 1st September 2024. Consequently, all staff will be employed by Advantage Schools from 1 September 2024. Below are the key benefits of this merger:



### **ENHANCED CAPACITY**

The merged Advantage Schools will have greater capacity and resources, enabling us to provide improved support and opportunities for our staff and students. This includes access to additional expertise, shared funding, and facilities that will enrich the educational experience.

### **CONTINUED GROWTH AND DEVELOPMENT**

Joining an academically strong MAT will support the continued growth and development of TSLT's schools. We will benefit from shared best practices, innovative strategies, and collaborative initiatives that will enhance the quality of education and support services we offer.

### **IMPROVED SUSTAINABILITY**

By transferring to AS and creating a larger organisation, we can ensure the long-term sustainability and viability of our educational provision. This move will enable us to navigate challenges more effectively and position ourselves for sustained growth and success in the evolving landscape of education.

### **COMMITMENT TO EXCELLENCE**

AS shares our commitment to excellence in education. By aligning with a like-minded organisation, we can collectively uphold high standards of teaching, learning, and student outcomes across all 10 schools.

### **OPPORTUNITIES FOR STAFF DEVELOPMENT**

Staff within the trust will have access to additional opportunities for professional development and career progression through a broader network of schools. This will enable our staff to further enhance their skills, expertise, and professional growth.

### **SCALE AND INFLUENCE**

A larger combined business support function will have increased scale and influence in negotiating contracts, partnerships, and collaborations with external vendors, service providers, and government agencies. This will lead to better terms and outcomes for all.

**The merged organisation will enhance educational opportunities and resources for pupils within the Luton, Central Bedfordshire, and Bedford areas. Leaders look forward to the exciting developments that this union will bring to both trusts and their respective communities.**

**Advantage Schools, which is based in Bedford and Central Bedfordshire and was formed in April 2017, comprises two secondary schools and three primary schools. Advantage Schools has also recently received approval from the Department for Education to establish a new free school in Bedford, further expanding its reach and impact.**

**If you would like any further information for our recruitment team, please do not hesitate to contact us.**

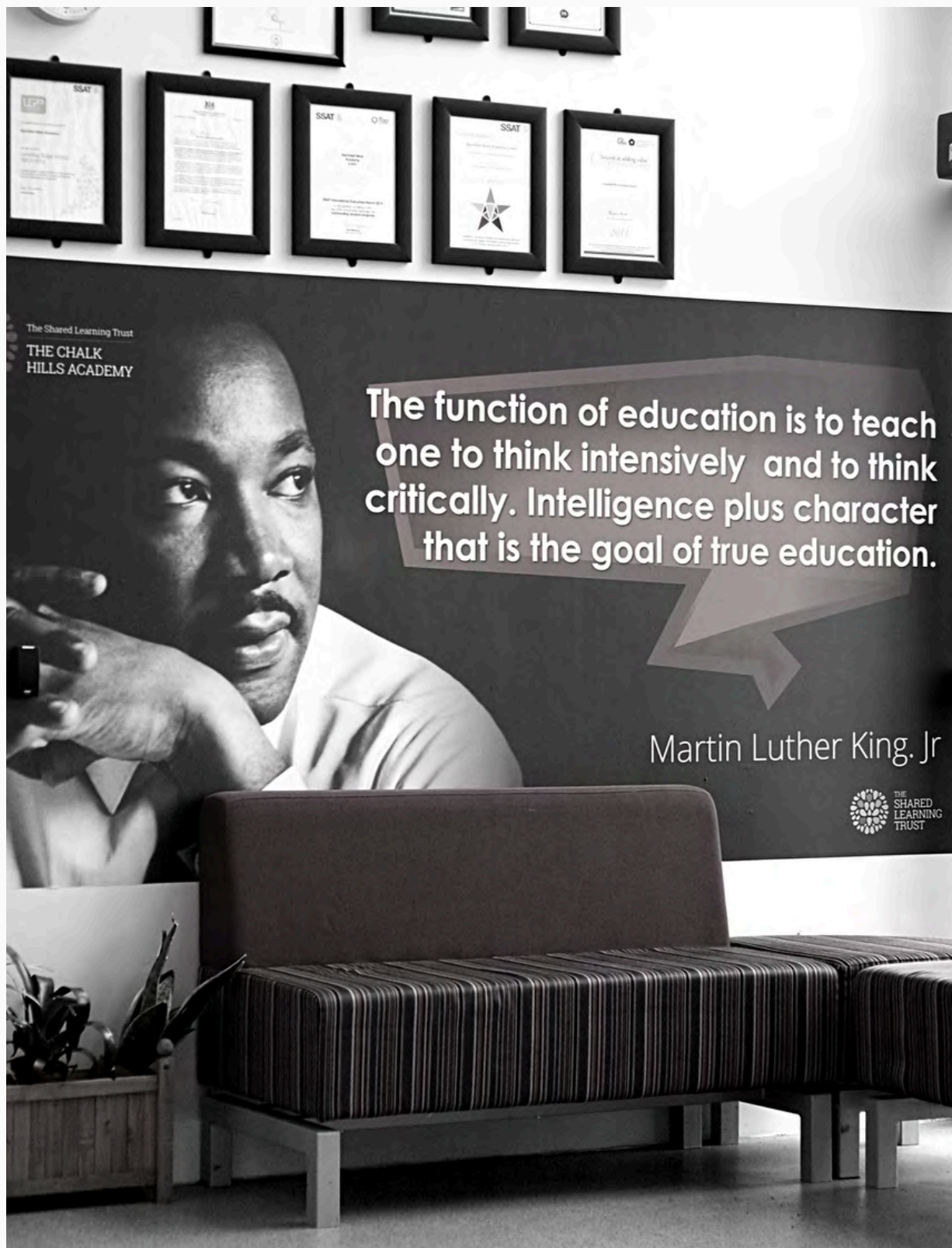


# RECRUITMENT BOOKLET



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





The Shared Learning Trust

THE LINDEN  
ACADEMY

## PA to Principal

The Linden Academy are currently seeking to appoint a **PA to the Principal**. We are looking for a highly motivated and committed individual who is passionate at supporting the Principal in providing an excellent education to all children in our school.

This is a key post within the Academy to provide a confidential secretarial and administrative service to the principal whilst also supporting the members of the senior leadership team, office team, and site manager.

The post requires a highly efficient and professional approach and calls for the ability to work on one's own and to use judgement and initiative, as well as the ability to work effectively and collaboratively as part of the administrative team to support the needs of the Academy. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is essential.

In everything we do, we aim to create a positive and safe environment to foster success and impact our pupils' lives. You will be joining a team who have the children at the centre of everything that they do.

The Linden Academy is a great school where all children are provided with the opportunity to thrive.

Visits to the school are warmly welcomed by the principal.

### Why work for The Linden Academy?

- Friendly, supportive team of around 50 staff, who are dedicated to improving the lives of the children we work with.
- Fantastic children with a desire to learn.
- Support from fellow colleagues within the school.
- Opportunity to develop and grow.
- Part of a wider Trust.
- Recently awarded the SENDIA award.

### The successful candidate will:

- Ideally have at least 5 years or more experience as working as a PA.
- Have experience working within an office environment and experience working in a school environment would be desirable.
- Experience of supporting managers across a variety of departments at different levels.
- Good IT and organisational skills.
- A great team player
- Proactive and able to use their own initiative.
- Dedicated, highly efficient and responsible.



## Key Duties

- Provide a confidential secretarial and administrative service to the Principal
- Diary management for the Principal
- Act as gatekeeper and manage visitor flow to Principal.
- Liaison for Principal visitors including hospitality.
- Schedule SLT Agendas and minute weekly and other meetings as required.
- Maintain Teams SLT channel and ensure documents are uploaded promptly.
- Monitor complex strategic actions from minutes as required.
  
- Co-ordinate Ofsted documents as required.
- Oversee Group-call information to parents & carers.
- Photocopying for Principal
- Academy weekly newsletter
- Marketing Manager Principal and SLT
- Initiate action calls on behalf of Principal
- To respond to and produce confidential information on behalf of the Principal to external agencies.
- Emergency Reception Cover
- Office Manager duties including:
  - Chair weekly administrative group meeting
  - Maintenance of the Administration Budget
  - Line management: Principalship PAS, Receptionist & Reprographics

*This job description is current at the date shown and may vary over time, in line with the academy's requirements. This is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties. This job description will be reviewed annually.*

*Employees are expected to comply with any reasonable request from the Principal to undertake work that is not specified in this job description. The job holder may occasionally be required to work additional hours, for instance to support events after school, and time off in lieu will be given.*

## Job Specifics

**Start date:** 2<sup>nd</sup> September 2024

**Salary:** NJC L6 21 – 25 £30,825 - £33,945 FTE **actual pro rata £17,086 - £18,816**

**Job Role:** Permanent, Part-time, 3 days a week 8:00am-4:30pm, 1 hour lunch break, 7.5 hours per day, 22.5 hours per week. Term time + INSET + 2 Weeks. (Working days to be agreed, Friday required)

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



## JOB DESCRIPTION

**Title:** PA to the Principal

**Line Manager:** Principal

### Main duties and responsibilities

- Maintaining Principals diary, liaising as necessary with staff, students, parents, professional colleagues, and the public
- Receiving visitors for the agreed senior leaders to ensure that appropriate arrangements are made for visitors and meetings.
- Preparing for and minute meetings as required
- Provision of all administrative functions including answering and distribution of telephone calls, assisting, and producing, where applicable, mail merge letters, PowerPoint presentations, inputting data and spreadsheet tasks for agreed senior leaders.
- To support occasional evening events as and when required
- To ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that trust Health and Safety policies and procedures are fully implemented and adhered to as applicable.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to always maintain a high standard of professionalism.
- Any other duties commensurate with this role as directed by the Principal.
- To provide a range of high-quality administrative support to the Principal.
- Deliver excellent customer service by providing accurate information and support in response to enquiries.
- Be articulate and able to communicate in a clear manner both verbally and in writing to achieve the desired outcomes.
- Ensure that efficient, accurate and timely end-to-end processes are adhered to.
- Responsible for investigating and resolving queries, suggestions, and concerns, escalating any concerns in accordance with the relevant procedures.
- Ability to handle multiple tasks while working to deadlines and maintaining a high degree of accuracy.
- Be able to work on one's own initiative and use their judgement wisely.
- Be able to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment.
- Have a flexible approach to working hours and a willingness to undertake training to meet the varying demands of the role.
- Have strong communication skills and be able to represent themselves in a good manner that reflects the senior leadership team.





## **PERSON SPECIFICATION**

Candidates will be assessed on the following:

### **QUALIFICATIONS**

- Good general standard of education

### **EXPERIENCE, KNOWLEDGE AND UNDERSTANDING**

- At least five years' experience of working as a Senior PA
- Experience of supporting senior managers across a variety of departments at different levels in all aspects of transactional requests
- Experience of managing
- Experience of working in Education would be desirable but not essential.
- Working with confidential information and maintaining its security
- Able to demonstrate knowledge of work systems, equipment, process and the use of standard IT packages.

### **SKILLS AND ABILITIES**

- Be able to work sympathetically with the ethos of the Trust, developing effective and purposeful relationships including working with external partners.
- Organised and methodical approach to administration and record keeping.
- Be able to communicate effectively and persuasively (you should be motivating and engaging, able to win 'hearts and minds')
- Excellent numeracy and literacy skills
- Accuracy with an eye for detail and the ability to produce documentation, policies, and procedures in line with legislation to a high level.
- Be able to delegate effectively and deliver.
- Be able to work under pressure and manage time effectively by prioritising ruthlessly.
- Be able to understand and interpret a range of data.

### **ATTITUDES AND APPROACHES**

- Want to develop own learning and do things differently and better.
- Team player.
- Flexible, so that when you are asked at short notice to change responsibilities.
- Ambitious – can see an opportunity to make an impact and develop own skills.