

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

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: www.advantageschools.co.uk/join-us/work-for-us

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@advantageschools.co.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

"Pupils at this school are very well cared for by their teachers and other adults. Relationships are consistently calm, kind and respectful. Pupils are happy to work and play together. They feel and are safe."

Ofsted July 2024

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, Principal



Thank you for taking the time to read our information pack and finding out more about Advantage Schools.

I am very proud of our family of schools. Together we are determined to maximise educational provision in this region, ending educational disadvantage.

At Advantage Schools, we 'punch above our weight'. Despite being a medium-sized trust we have been involved in national policy. We are a delivery partner for the National Professional Qualifications, the Early Career Framework. We deliver very large amounts of bespoke training via the Advantage Schools Knowledge Exchange. We share our work with other like-minded schools and trusts, and work towards being an 'outlier' organisation

Our collaborative partnership of schools provide exceptional educational provision inside and outside of the classroom for all of our children. Our schools ensure that pupils are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Pupils enjoy their time at our academies and give back to the wider community.

I am one of the Department for Education's National Behaviour Advisors, and at Advantage Schools, we have a national reputation for excellent behaviour and a focus on strong outcomes. We take behaviour and curriculum really seriously. Our teachers must be able to teach, and pupils able to learn. Our curriculum is an entitlement for all – we do not make exceptions in our high aspirations. But our families, colleagues and trustees are hungry for more. We will, therefore, recruit a colleague who is hungry for the school and trust to be better still; who will not tolerate mediocrity; who will challenge when required and inspire regularly. This will be underpinned by substantial knowledge about education.

We expect hard work, but we support and manage workload so that you can do the job sustainably.

If you are interested in the post but are unsure whether you have the skills and expertise that would make you ready to apply, please do get in touch for an informal, honest conversation. We can arrange tours of our schools and are happy to put you in touch with relevant colleagues. We will ensure that the right candidate is fully supported with training and through our established support network.

I very much hope that we receive your application.

With best wishes, Stuart Lock



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We 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 values.

INTEGRITY

We 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.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.



ABOUT THE LINDEN ACADEMY

The Linden Academy is a school which serves the heart of the local community as well as taking children from further afield. We are proud to be a very diverse school and regularly celebrate the wide range of cultures and experiences our children and families bring to the school.

A unique feature of The Linden Academy is we intentional smaller class sizes, with classes not exceeding 24. The children are very much at the heart of everything we do; we believe children need to be happy, safe and secure in order to thrive and therefore place care at the very centre of all we do. We focus on instilling five key values in the children – being respectful, being hardworking, being caring, being honest and being understanding.

Our curriculum is designed to be 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.

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.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

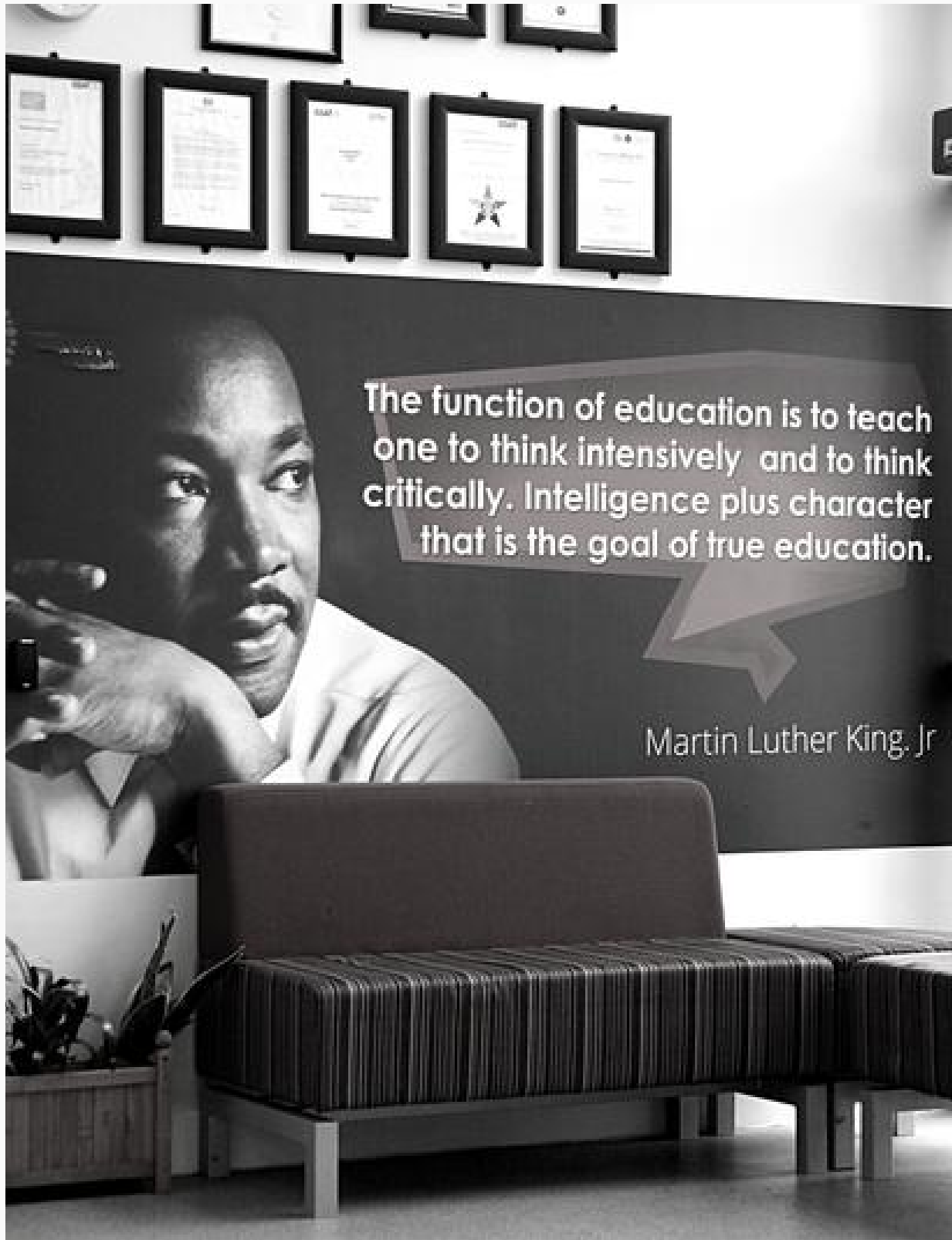
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

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



THE LINDEN
ACADEMY



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



After School Club Supervisor Lead

The Linden Academy have a wonderful opportunity for an enthusiastic and energetic After School Club Supervisor Lead to join them working with children across the Academy age range (4 to 11 years). The main focus of this role is to prepare and supervise the children in engaging, interesting and constructive activities. You will understand and implement safeguarding and health and safety of the children at all times. You will also be required to undertake administration tasks relating to the care club bookings, correspondence with parents relating to their bookings and the production of registers from the electronic booking system.

The role of After School Club Supervisor Lead is offered on a fixed term basis (until Easter 2027), working for 2 hours 45 minutes per day (3.30-5.45pm per day, plus 15 minutes either side for admin). The admin hours will be required from 3.15-3.30pm and 5.45-6pm every day. Total hours per week 13 hours 45 minutes, term time only.

You will be required to keep accurate records as well as building relationships with the parents and children. The successful candidate will work as part of a highly motivated and professional team. They will be an effective team leader and have a genuine desire to improve the outcomes of young people.

If you are looking to work with children in a fun and engaging way, come and join us at The Linden Academy!

Key Duties

- To lead the After School Club Team in providing high quality childcare and liaising closely with the School Business Manager.
- To manage the day-to-day duties in rotas, attendance registers and assist with bookings.
- Plan, prepare and deliver fun and engaging activities.
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment.
- To ensure the set up and clearing away club rooms, paying full regard to Health and Safety, leaving room clean for other purposes.
- To maintain good order and discipline amongst the pupils.
- Provide the children with appropriate support and encouragement in the development of their social skills.

The successful candidate will have

- NVQ level 2 or 3 in Child Care / play work or equivalent – desirable
- Recent experience of working with children aged 4 – 11
- Knowledge of effective strategies for behaviour management with children
- Excellent communication skills
- Good IT skills
- Patience and resilience
- Commitment to completing any additional training as required, such as First Aid training.

Job Specifics

Start Date: Monday 13th April 2026

Salary: AS 4-5 £25,495 - £25,893 Actual pro rata salary £8,222 - £8,350

Contract: Fixed-term until Easter 2027, Part time, Term time, Monday to Friday, 3.15– 6pm, 13 hours 45 minutes per week.

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

Job Description

Job Title: After School Club Supervisor Lead

School: The Linden Academy

Salary: AS 4-5

MAIN DUTIES AND RESPONSIBILITIES

- To work under the direction of the Head of School, undertaking administration, planning and resourcing activities as required.
- To maintain good order and discipline among pupils and to safeguard their health and safety, both on and off site when under the care of The Linden Academy
- Demonstrate a willing attitude and flexible approach to all duties and tasks
- To create learning areas in preparation for the children; plan and ensure safe and suitable activities are available including sports, arts & craft, games, etc.
- To adhere to school policies and procedures with particular reference to the school's behavior management, health and safety, and safeguarding
- To supervise children throughout the session
- To maintain a safe and secure environment and high levels of behavior
- To assist in clearing up of areas used as part of the club
- To follow school procedures for first aid administration and reporting including administration of medicines where required.
- To assist in keeping of records, including registers and monies received
- To build relationships with children and their families based on mutual respect and to communicate appropriately with parents / carers when required
- To communicate effectively with school staff as appropriate
- Provide the children with appropriate support and encouragement in the development of their social skills
- Undertake any appropriate in-service training.

This list is by no means exhaustive, it is more of a guide of expected duties. The postholder may therefore be directed by the Principal to undertake any other duties commensurate within this role.

PERSON SPECIFICATION

Candidates will be assessed on the following

	ESSENTIAL SKILLS	DESIRABLE
Professional:		<ul style="list-style-type: none"> NVQ Level 2 or 3 in childcare / play work or equivalent
Experience:	<ul style="list-style-type: none"> Recent experience of working with children age 4 – 11 	<ul style="list-style-type: none"> Good organizational skills
Skills, Knowledge and Aptitude:	<ul style="list-style-type: none"> Excellent communication skills – ability to communicate effectively with children and adults Patience and resilience Ability to resource child friendly activities Creativity – the ability to engage children Knowledge of how / when best to intervene in children's play and socializing in order to create a happy and safe environment Team working experience and attitude Passion for and commitment to the educational needs and development of happy and competent children A knowledge and understanding of health and safety standards and best practice 	<ul style="list-style-type: none"> First Aid qualification Knowledge of effective strategies for behavior management with children Good knowledge and understanding of equal opportunities and Special Educational Needs A knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role
Personal:	<ul style="list-style-type: none"> You will need to be someone who is passionate about all aspects of childcare and education Bring new ideas to the role You will need to have a caring and dynamic approach 	
Demonstrate a commitment to:	<ul style="list-style-type: none"> Promoting the Academy's 	

	<p>vision and ethos</p> <ul style="list-style-type: none"> • Equal opportunities and inclusion • Safeguarding and promoting the welfare of children • Continued professional development of self and others • Working in partnership with all those involved in the life of the academy and particularly to developing full and active parental involvement • Further developing the role of the Academy within the wider community including other schools • Ensuring the health and safety of all of our community within the school context 	
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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.