

The  
**Wellington**  
Academy



# RECRUITMENT PACK

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*Ambitious, Inquisitive and Independent*





## Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 children at primary, secondary and apprentice level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Yours sincerely

**Jane Coley**  
Ascend Learning Trust CEO

# JOB DESCRIPTION



The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

## **Exam Invigilator**

**Main Job Purpose:** To provide support to The Wellington Academy examination process.  
**Specific Duties:** To support the Lead Invigilator(s) with the day-to-day operation of examinations held at The Wellington Academy.

Duties to include:

- Assisting with the preparation of examination boxes, including:
- Packing of examination papers, candidate cards, stationery and relevant equipment before each examination.
- Delivering the boxes to and from examination venues.
- Checking the contents of boxes taking to examination venues.
- Assisting with the setting-up and clearing of examination venues by:
- Laying out examination papers as instructed by the Data Manager
- Laying out candidate details
- Laying out any relevant equipment as instructed by the Data Manager
- Clearing away at the end of each examination and unpack boxes
- Assisting candidates prior to the start of examinations by directing them to their seats and advising about possessions permitted in examination venues.
- Offering advice and guidance to unregistered candidates without allocated seats
- Ensuring candidates remain silent once they have entered the examination venue
- Invigilating during examinations, dealing with queries raised by candidates in a professional manner.
- Record the details of late arrivals and early leavers. Collect any scripts from early leavers.
- Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination venues.
- Supervise any candidates who may have a clash of any examinations.
- Supervise candidates leaving examination venues.
- Collecting and collating scripts at the end of the examination
- Be familiar with the guidelines as outlined in the JCQ “Instructions for contributing examinations” booklet.

## **Person Specification**

### **Essential**

#### Application

- Fully supported in references
- Well-structured supporting statement that demonstrates how the person specification is met

#### Qualifications and Training

- Educated to Level 2, GCSE or equivalent.
- A good standard of education, particularly in English and Mathematics

- Basic IT skills
- Successful experience
- Excellent organisational skills
- Administration experience

#### Expertise

- Excellent communicational skills at all levels
- Time management and ability to multi-task and prioritise
- Reliable and ability to work at short notice
- Efficient even under pressure
- Discretion and confidentiality
- Team player - Proactive and committed

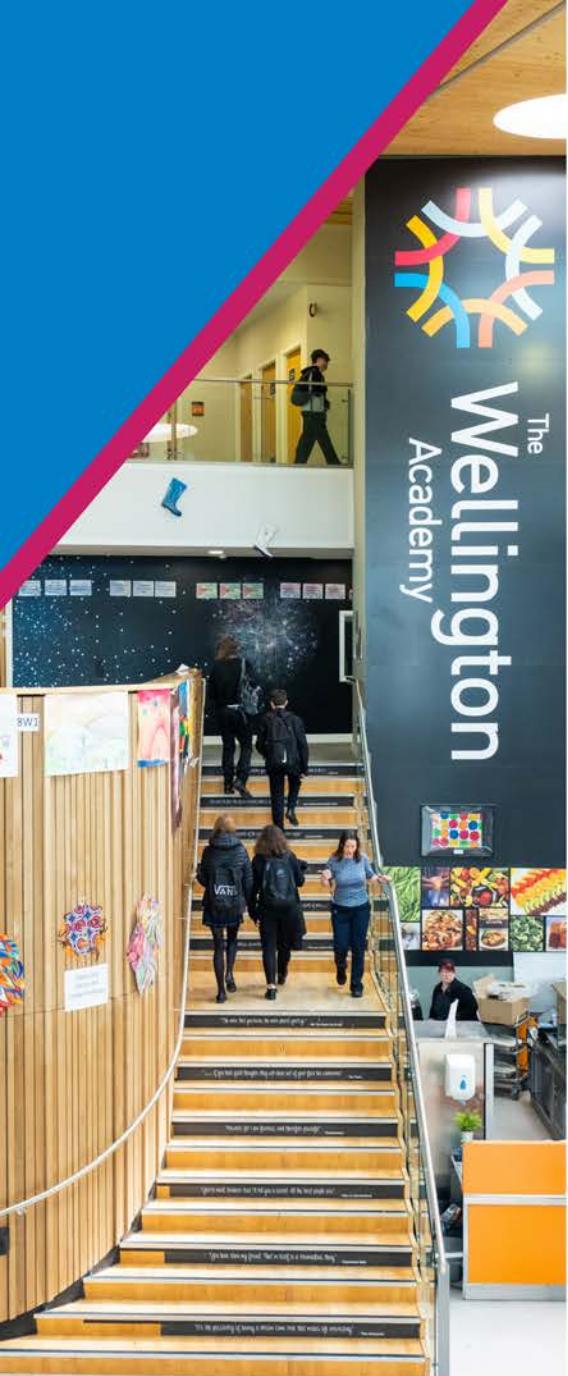
#### Personal Attributes

- A flexible approach to people and situations
- Enthusiastic and positive
- Approachable
- Reliable under pressure
- Confidence to talk to 100+ students under exam pressure
- Confidence to report any issues to Lead Invigilator.

#### **Desirable**

- Qualifications and Training
- Previous work experience in an invigilation role
- Successful Experience
- Relevant experience in an educational establishment/setting

# The Wellington Academy



**The Wellington Academy is an ambitious, growing, and inclusive 11-18 school based on the edge of the beautiful Salisbury Plain.**

The Wellington Academy is an ambitious, growing, and inclusive 11-18 school based on the edge of the beautiful Salisbury Plain. It serves the young people of Tidworth and Ludgershall as well as the surrounding villages. The school is graded as 'Good' by Ofsted (October 2022) and in our recent Challenge Partners Review the school was graded as 'Effective' in all areas. Our vision is for all our students to become 'Inquisitive, Ambitious, and Independent' young people.

The school was opened in 2009 and as you will read later, we are fortunate to enjoy outstanding facilities. We currently have nearly 1150 students on roll, and this includes a growing Sixth Form of 200.

The school is a proud member of the Ascend Learning Trust.

We are proud to serve our local communities, and with Tidworth serving as a 'super garrison' for the British army a number of our students have at least one parent either actively serving in the armed forces, or a family history of service.

The growth of Tidworth in recent years has supported the growth of our school and successful applicants will be joining The Wellington Academy at an exciting time in its development.

## Our Facilities

We are fortunate to enjoy outstanding and state of the art facilities in modern purpose built buildings. You have to visit our school to truly appreciate how special they are. Alongside fully equipped classrooms catering for all subject specialisms including Art, Science, and Technology our facilities include a 300 seat Lecture Theatre, a large Sports Centre, and a professional catering kitchen. In 2019 we opened the new 'Cowley Block' which provided us with additional classrooms to meet our growing student numbers.

## Our Curriculum

Our knowledge rich and diverse curriculum provides all students with a deep understanding of a wide range of disciplines. We challenge students and equip them with the skills needed to engage with all subjects including, literature, mathematics, the sciences, humanities, and the Arts. We teach our students to be inquisitive, to ask big questions, to challenge ideas and solve problems.

*Ambitious, Inquisitive and Independent*

# Ascend Learning Trust

**Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.**

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## **Compassion**

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## **Aspiration**

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## **Respect**

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## **Dedication**

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## **Integrity**

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

**Together we Belong, Believe, Become**





# HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

**If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.**

Applications should be submitted directly via  
MyNewTerm, you can access our careers page using  
the following link:  
The Wellington Academy MyNewTerm

