



EAGLES
PRIMARY ACADEMY



RECRUITMENT PACK

Stewardship, Opportunity, Aspiration and Respect

WELCOME FROM THE HEAD

Sadie Broad

Headteacher

Dear Candidate,

Firstly, I am honoured that you have shown an interest in joining our wonderful school - Wellington Eagles Primary Academy.

Here at Wellington Eagles, our children are at the forefront of everything we do. We are a caring and nurturing school who believe that family and community are at the heart of our success. We have created an environment where every child can thrive and can become the best versions of themselves and achieve their full potential.

We are extremely lucky to have a modern, spacious environment where children have access to purpose built classrooms, a dance studio, teaching kitchen, multi-use games area, outdoor learning area and extensive playground.

The school are proud to have strong links with the military and we aim to support our military families as much as possible.

Wellington Eagles is a member of the Ascend Learning Trust and is linked with a number of other primary and secondary schools. By working in partnership, we can share a wealth of knowledge, expertise and experience.

If you would like to join a school with a fantastic staff team who put the children at the heart of everything they do, then this could be the place for you!

I do hope that you will join us on our journey and I look forward to receiving your application.





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.



Stewardship, Opportunity, Aspiration and Respect



Midday Supervisory Assistant

Job Description

Responsible under the direction of the Operations Manager, individually, or as a member of a team, for securing the safety, welfare, and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.

Responsible for:

- Supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities.
- Carry out associated duties, e.g., clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break and sweep the floor.
- Carry out minor first aid on pupils and enter incidents that have been identified by the school in the accident book or on an accident slip.
- Report to the Office, any accidents of the type identified by the school - e.g., head injuries, or pupils who become unwell, so that parents can be contacted and record details and prepare information to be sent home to the parent.
- Report to the Office, any strangers, visitors, or potential hazards on the school site
- Ensure the use of positive praise.
- Attend in-service training when required.
- Take part in job review meetings and MDSA meetings when requested.
- Support the aims, ethos, and values of the school by example and ensure that they are followed by pupils in line with school policy.

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Person Specification

Qualifications and Training

- A good standard of education, particularly in English and Mathematics

Experience

- Experience in working with children in a caring or educational environment would be desirable.

Skills and Knowledge

- A fundamental belief that every child matters.
- Empathy with the needs of children and young people.
- Ability to work as part of a team.
- Use own initiative when appropriate.

Wellington Eagles Primary Academy

The Wellington Eagles Primary Academy is an ambitious, growing, and inclusive 4-11 primary school, with a Nursery for 2-4 year olds.

The purpose-built school is based within a new housing development in Ludgershall and caters for 250 pupils from Nursery through to Year 6. We have a strong military presence in our school, with over 80% of pupils from Service Families and this brings a uniqueness to our school, of which we are very proud.

Located within commuting distance of the towns and cities of Salisbury, Andover, Marlborough, Devizes, Swindon, and Southampton and enjoy direct rail links with London. We are based on the edge of the beautiful Salisbury Plain and serve the families of Ludgershall. We are proud to serve our local community, 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.

We currently have 200 students on roll in one form entry classes, with potential to grow to a two-form entry school of 420 pupils.

We work very closely with our sister academy, The Wellington Lions Primary Academy, based in Tidworth and this gives scope for a variety of professional development opportunities for our staff across the two schools. Both schools are proud members of the Ascend Learning Trust.

At Wellington Eagles Primary Academy, we firmly believe that every child in our care has the right to be truly inspired by an engaging and purposeful curriculum. We have dedicated staff who are passionate about providing our children with enriching and exciting experiences so that they can all achieve success in their learning journey. We actively encourage our children to be curious and believe that this supports them on their path to becoming life-long learners.

We support our children to grow into positive, well-rounded citizens and work alongside them to encourage stewardship, opportunities, aspiration and respect.

By instilling these values, we give children the chance to shine and be proud of all that they achieve, both academically and personally.



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:
Wellington Eagles Primary Academy MyNewTerm

