



The
Wellington
Academy



RECRUITMENT PACK

Ambitious, Inquisitive and Independent

WELCOME FROM THE HEAD

Thank you for your interest in joining The Wellington Academy. This is an exciting time to become part of our community, where every member of staff plays a vital role in shaping the futures of our young people. Our Academy is driven by a clear and compelling vision: to create an environment where students are supported to be ambitious, inquisitive, and independent. These values underpin our culture and guide the experiences we create both inside and beyond the classroom.

We are committed to nurturing ambition so that students develop confidence and a strong sense of purpose. We encourage inquisitiveness by fostering a learning environment where curiosity is welcomed and where students are motivated to deepen their understanding. We promote independence so that young people grow into resilient, responsible individuals who are prepared for the challenges and opportunities ahead of them.

As part of the Ascend Learning Trust, we benefit from being connected to a wider family of schools that share expertise, resources, and a commitment to excellence. The Trust's motto, "Together we Belong, Believe, Become," is at the heart of our ethos. It reflects our collective approach to education: staff and students belong to a supportive and inclusive community; we believe in the potential of every individual; and we work together to help each person become the very best version of themselves.

Our staff are central to our success. We recognise and value the passion, professionalism, and dedication that colleagues bring to their roles each day. In return, we offer a culture of collaboration, professional growth, and wellbeing, with opportunities to develop your expertise and progress in your career. Whether you are an experienced practitioner or at the beginning of your professional journey, you will be supported, encouraged, and empowered to make a meaningful impact.

At The Wellington Academy, you will join a team united by a shared purpose and inspired by the difference we can make. If you are driven by the belief that education transforms lives and you share our values of ambitious, inquisitive, and independent, we would be delighted to welcome you to our community.

Together, we belong. Together, we believe. Together, we become.

Hannah Whitaker
Headteacher



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.

Ambitious, Inquisitive and Independent

Job Description

Job Title: SEND Administration Assistant

Responsible to: SENDCo

Location: The Wellington Academy

Main Purpose of the Role

To provide comprehensive administrative and organisational support to the SENDCo, Deputy SENDCo, and Learning Support Department, ensuring the effective coordination of SEND provision and compliance with statutory requirements.

The responsibilities of this role include, but are not limited to, the following:

Key Responsibilities

- Coordinate and administer SEND-related training and course bookings.
- Maintain accurate SEND records and input data to support the development and monitoring of provision maps.
- Prepare, update, and distribute termly and individual provision maps.
- Ensure Teaching Assistants have access to relevant information regarding student needs, interventions, and support strategies.
- Monitor Teaching Assistant timetables in consultation with the SENDCo, Deputy SENDCo, and HLTAs.
- Support the management and administration of Alternative Provision, including maintaining records and liaising with providers regarding availability.
- Monitor and update Reduced Education Plans (REPs) under guidance of SENDCo.
- Arrange and administer Annual Review meetings, ensuring all statutory deadlines are met and documentation is prepared, collated, and distributed as required.
- Take accurate minutes at meetings and circulate records where appropriate.
- Organise internal and external meetings, including booking rooms, arranging resources, and coordinating attendees.
- Liaise professionally with parents, carers, external agencies, and a range of education, health, and social care professionals.
- Produce and maintain reports, correspondence, and records using Microsoft Office applications.
- Provide administrative and personal assistant support to the SENDCo and Deputy SENDCo.
- Drive the school minibus, where required, to support students attending Alternative Provision.

Professional Development

The post holder will:

- Take responsibility for their own continuous professional development and actively engage in relevant training opportunities.
- Identify personal development needs and work towards agreed objectives.
- Contribute positively to a culture of continuous improvement and professional learning within the department.

General Responsibilities

All Trust employees are expected to:

- Support and promote the Trust's vision, values, and strategic objectives.
- Contribute to the wider life of the Academy, including extracurricular activities where appropriate.
- Safeguard and promote the welfare of children and young people.
- Adhere to all Trust policies and procedures, including those relating to safeguarding, health and safety, equality, diversity, and inclusion.
- Maintain high standards of professionalism, attendance, punctuality, appearance, and conduct.
- Develop and maintain positive working relationships with students, parents, carers, colleagues, and external partners.
- Participate fully in the Trust's performance management and appraisal processes.
- Undertake any other reasonable duties commensurate with the nature and level of the post.

This job description is intended as a guide to the principal duties and responsibilities of the role and may be reviewed and amended to meet the evolving needs of the Academy and Trust.

Person Specification

Qualifications and Training

Essential

- GCSE Grade C/4 or above in English and Mathematics (or equivalent).
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and Teams.
- Full, clean UK driving licence.

Desirable

- Experience or training related to Special Educational Needs and Disabilities (SEND).
- Administrative qualification or equivalent relevant experience.
- Safeguarding training.
- Additional professional development relevant to education or SEND.
- Experience of minute-taking.

Experience

Essential

- Experience in an administrative or business support role.
- Experience working within a school or educational environment.
- Understanding of the needs of children and young people with additional learning needs.

Desirable

- Experience supporting children with SEND.
- Knowledge of child protection and safeguarding procedures.
- Experience using pupil information management systems and databases.
- Experience communicating effectively with parents, carers, visitors, and external professionals.

Knowledge, Skills and Abilities

Essential

- Strong organisational and administrative skills with excellent attention to detail.
- Ability to prioritise workloads, manage competing demands, and meet deadlines.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to build positive professional relationships.
- Competent IT skills across a range of software applications.
- Ability to work independently and collaboratively within a team.
- Ability to remain calm, professional, and effective under pressure.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.

Desirable

- Proven ability to establish and maintain effective working relationships with students, staff, parents, and external agencies.

Personal Qualities

- A commitment to ensuring every child achieves their potential.
- High expectations and belief in positive outcomes for all learners.
- Empathetic and understanding approach, particularly when supporting students with additional needs.
- Flexible, adaptable, and solution-focused.
- Positive, enthusiastic, and proactive.
- Resilient and able to manage challenging situations effectively.
- Professional, discreet, and diplomatic.
- Reliable and dependable under pressure.
- Commitment to maintaining high standards of personal and professional conduct, including the responsible use of social media.



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 150.

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](#)

