



The
Wellington
Academy



RECRUITMENT PACK

Ambitious, Inquisitive and Independent

WELCOME FROM THE HEAD



Sandra Muir
Executive Headteacher

We are delighted you have shown an interest in joining our school community.

The Wellington Academy is a rapidly growing, popular 11-18 secondary school serving the Garrison town of Tidworth (60% of our families are military) and the local community.

We are a 'Good' school, you can find the link to our most recent Ofsted inspection here:

[The Wellington Academy - Open - Find an Inspection Report - Ofsted](#)

Our students' academic successes along with their achievements in so many areas of school life, in and out of the classroom, are only part of the Wellington story. Our young people are genuinely happy to be here, and the quality of relationships is a cornerstone of our community, the staff team are crucial in achieving this.

The Wellington Academy offers the opportunity to work in wonderful surroundings within a supportive community. It really is a fantastic place to work with staff encouraged to be lifelong learners, innovative in their thinking and reflective in their practise.

If the enclosed excites you, please arrange a visit to see and feel for yourself how you can be a part of our journey from 'Good' to great.

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.

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Receptionist

Reports to: Operations Manager

Job Purpose:

- To provide a professional and positive welcome to all visitors of the school to provide a positive first impression to those entering the school.
- Provide efficient and effective management of the main reception, responding quickly and professionally to all incoming enquiries either telephone, email, or face to face.

Key Accountabilities:

- Ensure that all visitors sign in and where necessary requesting proof of identity.
- Management of the reception service, answering routine telephone and face to face enquiries and signing in visitors.
- Ensures visitors and parent communications are dealt with effectively.
- Maintain a professional reception, including keeping the area clean, tidy and welcoming.
- Provide routine clerical support e.g., filing, emailing, providing admin support where necessary for other school staff.
- Maintain manual and computerised records as appropriate.
- Undertake typing, word-processing and other IT based tasks
- Updating and maintaining a correct record on Arbor with students who leave/arrive for appointments or sickness.

Liaise with student managers, teachers and Head of Years regarding queries that need escalation.

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 - Will need to complete first aid training and be available for first aid calls in support of the first aid lead.

Person Specification

Criteria which will be measured at application and interview:

- 5 A*-C including Maths & English (or equiv.) General clerical/administrative work
- Good standard of general education inc. English and Maths Good communication skills, both verbal and written
- Experience of working successfully and co-operating as a member of a team
- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
- Have confident IT skills including Word, Excel, email and database programs, SIMS would be an advantage
- To be able to deal with regular interruptions
- Establish and develop appropriate relationships with parents and governors
- Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors

- Promote a positive working environment and be able to work under pressure
- Produce accurate work
- Ability to work with minimal supervision and to act on own initiative
- Approachable and empathetic, organised and resourceful

Ambitious, Inquisitive and Independent



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.

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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](#)

