



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

Admin Support to Pastoral Team

Reports to: SLT Link(s)

General Office Accountabilities:

- Member of the inbound calls team - take messages and make sure they are delivered in a timely manner.
- Support whole school administration by using Microsoft Office programs – Teams, Excel, Word, Outlook, Forms etc – to produce reports, letters, checking punctuation, spelling and grammar, contributing to style and presentation of documents as directed by SLT Link(s).
- Book meeting rooms for members of staff as required.
- Assist office team colleagues as required as directed by the Operations Manager.
- Cover and assist in Reception as required.
- Maintain manual and computerised records as appropriate, including updating pupil records on the Academy MIS.
- The candidate will acknowledge the need for and practice confidentiality regarding handling sensitive information and data pertaining to pupils, staff or Academy related matters.
- Ensure that all administrative data is held and processed in accordance with GDPR requirements and actively work with the Academy GDPR Lead.
- Follow all safeguarding procedures in line with guidance in KCSIE and school policies.

General Administration Accountabilities:

- Information gathering from relevant stakeholders.
- Filing and record keeping both electronic and physical.
- Attend meetings and take minutes and follow up actions as required.

Role Specific Accountabilities:

- Manage all aspects of suspension and Permanent Exclusion preparation and administration.
- Manage all aspects of detention and on call data administration.
- To provide administrative support to members of the Student Support team.

Person Specification

Criteria which will be measured at application and interview.

Knowledge & Experience

- Qualifications:
- 5 GCSE's including Maths and English or equivalent
- NVQ Level 3 or equivalent qualification
- Previous experience in administration

- Good general knowledge

Essential:

- Microsoft Office
- To work without supervision and within strict timescales often with conflicting priorities and in situations that can quickly escalate
- The ability to work with highly confidential information
- Excellent time management and organizational skills
- Requirement to hold a current First Aid at Work certificate (or willing to undertake).

Other:

- Positive relationships with children
- Ability to contribute constructively to a team.
- Understanding of Academy roles in relation to pupils' pastoral support.
- Excellent communication skills.
- Systematic approach to work and the ability to prioritize.
- Ability to self-evaluate personal learning needs and engage with staff development opportunities.
- Understanding and respect for confidentiality in relation to all issues connected with the role.
- Team player
- Inter-personal skills
- Excellent ICT skills
- Commitment to whole staff, faculty and other meetings
- Well organized
- Good time keeping

General Office Accountabilities:

- To complete first aid training and assist with first aid when necessary



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](#)

