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.

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Key Accountabilities:

- Assisting the teacher with the development and implementation of specific lesson plans
- Preparing learning activities for students
- Monitoring directed students including the assessment, recording and reporting of achievement and mental well-being
- Promote good practice in SEND support across the school
- Supporting the development of skills in literacy, numeracy, communication, and social and behavioral needs
- Differentiating work for individual students to suit their ability
- Using knowledge of student's learning support needs to suggest appropriate adjustments to lesson plans to Teachers
- Support student's learning through marking and feedback by clarifying and explaining instructions
- Ensuring students can use equipment and materials provided
- Motivating and supporting students by helping students to concentrate on and finish work set

- Comply with any reasonable request as requested by a manager to undertake work of a similar level that is not contained within the generic role profile. This role profile may be changed by a manager in consultation with you

Qualifications:

- GCSE's including Maths or English or equivalent
- Good general knowledge
- Working towards completing NVQ
- Level 3 teaching assistant qualification
- Classroom experience within the last 2 years

Knowledge & Skills:

Essential:

- ALT Safeguarding and GDPR training
- Health and Safety knowledge and compliance
- Extensive working knowledge of all areas of Microsoft Office
- To work without supervision and within strict timescales
- Excellent time management and organisational skills
- Experience of working with children and teenagers

Desirable:

- Emotional literacy awareness
- Mentoring skills
- Awareness of learning styles and an ability to match work to those styles

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 encouragestewardship, 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.

STEWARDSHIP
OPPORTUNITY
ASPIRATION
RESPECT

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 tour 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.

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

mynewterm