



The
Wellington
Academy



RECRUITMENT PACK

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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Job description

All school post-holders are expected to support The Wellington Academy's and Ascend Learning Trust vision and values that are embedded in the day-to-day and long-term running of the school, which include but are not limited to.

Role Summary:

To provide classroom cover for students in the short-term absence of a teaching member of staff, managing student behavior and assisting students in relevant activities in line with the school's policies and procedures. When not required to supervise a class, to provide support to Heads of Year, Department, Faculty and LT either working with students or in an administrative role.

Key Accountabilities:

Support for pupils when supervising classes in the absence of the teacher:

- The primary focus is to maintain order and keep pupils on track.
- To register and record student attendance.
- To supervise students regarding the written work left by their teacher. Practical and technical activities should not be supervised unless the appropriate training has been given and/or it has been agreed prior to the lesson with the cover supervisor.
- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To ensure the appropriate resources necessary for learning are available to students.
- To enable orderly entrance and exit of classrooms.
- To follow school systems and procedures on behavior management.
- To use the school systems, including SIMs, to record incidences and ensure that action is taken to resolve issues.
- Recording and input rewards allocated to students.
- To report back to the classroom teacher using the relevant means in accordance with school systems and procedure.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To undertake exam invigilation where requested. Supervision of students.
- To undertake lunchtime duties.

Supervision and Management:

- None but may coach new or less experienced members of staff.

Resources responsibility:

- Maintains records of work done during supervisor periods.

Key Contacts and Relationships:

- Tutors
- Head of Year/ Student Manager
- Designated Safeguarding Lead
- School nurses

ALT Behaviours:

To deliver 'Excellence in Education' through our key values as follows:

Compassion: To understand and recognize the needs of the members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

Respect: For the traditions, knowledge and experiences gained over many years in Academies through developing and supporting both staff as they progress through their careers and pupils as they leave school.

Ambition: For the community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

Support for the school:

- Support for the curriculum when supervising classes in the absence of a teacher.
- Recognize your own strengths and areas of expertise and use these to advise and support others.
- Provide administrative support to teachers, support and administrative staff e.g., photocopying, typing, filing.
- Assist HoFs, HoD's and HoY's with miscellaneous tasks including learning support within lessons and behavior management strategies.
- 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 profile may be changed by a manager in consultation with

Person Specification

Knowledge and skills:

Essential:

- ALT Safeguarding and GDPR training
- Working at or towards the NOS in Supporting Teaching and Learning
- Specialist training in behavior management techniques
- 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 organizational 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.

Qualifications:

- 5 GCSE's including Math's and English or equivalent
- Relevant NVQ Level 3 or equivalent.

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](#)

