



The Wellington Academy



RECRUITMENT PACK



Welcome, from the Head

Dear Applicant,

Thank you for your interest in joining our rapidly developing school and recently inspected school (October 2022). The link to our inspection is here: [50200448 \(ofsted.gov.uk\)](https://www.ofsted.gov.uk/inspections/50200448)

We are totally committed to peer support and sharing for all teachers within The Wellington Academy. There is a true sense and palpable feel confidence in our development and continued direction of travel from the 'Good' in all areas Ofsted inspection in October 2022.

The academy is now at a place where the five pillars of excellent schools are established, they are:

- Calm and Purposeful classrooms, with procedures to support teachers manage behaviour.
- A set of pedagogical practices which increase learning for all.
- Senior and middle leaders with proven vision and passion
- Professional scope/expectation that each pupils' progress is the responsibility of their teacher.
- Solid financial position

With these things in place, popularity with parents, and a hugely growing pupil body (1 form of entry per year) we are seeking high quality practitioners to support our continued expansion and curricula adaptations towards our next steps. If the enclosed excites you, please arrange a visit to see and feel for yourself how your next professional move could support us in our continued development.

Kindest Regards

Steven Paddock

Headteacher

Band / Salary / Hours

Salary: Grade E, £21,968 - £ 22,777 per year, (DOE), FTE

Actual salary: £19,379 - £20,093 per year, (DOE), pro rata

Contract: Permanent, Full-Time, Term-time only + 2 weeks

Closing Date: Midnight, Wednesday 27th September 2023

Interview Date: w/c Monday 2nd October 2023

How to Apply

To apply please ensure you complete an application form available from the Trust website www.ascendlearningtrust.org.uk or complete the online application. Applications should be submitted either directly with the school or via recruitment@ascendlearningtrust.org.uk

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 it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

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.

Job Description

SENCo Administration Assistant

Accountable to: Assistant Head Teacher SEND (SENCO)

Main Job Purpose: To work closely with the SENCo and other members of the Personalised Learning Department to provide full and comprehensive administrative support to the department.

Main Duties:

- Booking courses specific to SEND, data inputting for SEND children to create an operational Provision Map of need.
- Ensure that Teaching Assistants who deliver interventions or work 1:1 with any named child have the correct information as to the types of interventions required.
- Ensure that SEND resources are categorised so teaching staff and TAs have a clear understanding of what is available to them.
- Maintains the Teaching Assistant timetables in consultation with the Director of Additional Needs
- Mentor students with social, behavioural, or emotional difficulties.
- Administrate Termly Provision Maps and prepare Individual Provision Maps.

Training and Development of Self and Others

- Set personal targets and take responsibility for your own continuous professional development.
- Be proactive in identifying training needs ensuring that they are appropriately met, and that other staff members are active in their own personal CPD.

General Requirements

All Trust staff are expected to:

- Work towards and support the Trust vision and the current Trust objectives outlined in the Trust Development Plan
- Contribute to the Trust's programme of extra-curricular activities.
- Support and contribute to the Trust's responsibility for safeguarding students.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students, and visitors.
- Work within the Trust's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents, and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the Governing Body Regulations and staff handbook.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications and Training

Essential:

- Grade C or above GCSE English and Maths or equivalent

Desirable:

- Experience of working within the Special Educational Needs system.
- Relevant work, training, or further development
- Administration qualifications or equivalent experience
- Safeguarding training
- Additional professional courses relevant to school experience

Successful Experience

Essential

- At least 2 years' experience working within an administration role.
- Experience of working in a school environment.
- Good understanding and knowledge of students with additional needs.

Desirable

- Knowledge and experience of working with children with Special Educational Needs and Child Protection issues.
- Experience of working with pupil databases
- Experience in dealing with parents and visitors, face to face and through written communication in a clear and professional manner.

Expertise

Essential

- Efficient under pressure with the ability to remain calm and professional especially during busy times.
- Excellent interpersonal and communication skills including the ability to relate well to adults and young people on all levels with the ability to enthuse, inspire, influence, and motivate others.
- Excellent IT skills including Word, Excel, and Outlook
- Excellent administration skills, with a high level of attention to detail
- Ability to work effectively on own initiative and as part of a team.
- Ability to multitask prioritise and work to time schedules.
- Able to maintain confidentiality and be discreet.

Desirable:

- Evidence of being able to build and sustain effective working relationships with children, staff, and parents.

Personal Attributes

- A fundamental belief that every child matters
- A fundamental belief that aspirations and achievement can be significantly altered.
- A flexible approach to people and situations, by being empathetic and understanding of students with additional needs.
- Creative, forward thinking, and innovative
- Enthusiastic and positive
- Resilient and tenacious
- Diplomatic and discrete
- Reliable under pressure
- Excellent standard of personal conduct including use of social media

About the Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in the Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting both staff as they progress their careers in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning Trust 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.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

Work for Us

As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:

Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

Benefits

We also offer an excellent staff benefit package which include discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Carefirst we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school. **This includes:**

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained first mental health aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,

About our School

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 200. We are one of the few schools in the country to offer state boarding in our purpose build Boarding house (our boarding provision is graded Good by Ofsted in May 2022). The school is a proud member of the Ascend Learning Trust.

We are located within commuting distance of the towns and cities of Salisbury, Andover, Marlborough, Devizes, Swindon, and Southampton. Alongside these, local villages such as Bedwyn and Pewsey also enjoy direct rail links with London.

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, a Boarding House, and a professional catering kitchen and hair and beauty salon. 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.

Our Values (PSHE) curriculum taught in parallel to the academic, enables our students to become confident and independent citizens. We are ambitious for our students and encourage them to aim high, whilst taking advantage of as many opportunities and experiences as possible.

Our Commitment to your Professional Development

We are committed to the professional development of all of our staff. We place a high priority on ensuring that our professional development is tailored and appropriate for staff at all career stages. Our Early Career Teachers have access to the Ambition training program mealongside weekly in house professional development sessions led by specialists in different areas.

All of our second-year teachers receive one to one coaching and take part in the Olevi Creative Teacher Programme. As teachers move through their career, they are able to access programmes such as the Outstanding Teacher Programme, the Outstanding Leadership Programme, and the Outstanding Facilitator Programme alongside a full range of NPQ's.

We actively encourage staff to seek out further valuable developmental opportunities and we have a full and varied in-school professional development calendar including termly Twilight sessions, bespoke Learning Forums, and weekly CPD briefings. If you work at The Wellington Academy, we are committed to supporting your growth as an educator.

Boarding

We are one of the few state schools in the country to offer boarding. Our boarding house can accommodate 100 students. In its most recent inspection (2022) under the boarding Ofsted framework it was graded 'Good'. Students benefit from a modern and state of the art boarding house and a committed and dedicated staff team. Should you work at the Wellington Academy opportunities arise to work within the boarding team if you wish, and a small number of staff choose to live in boarding during the working week at reduced rates.

Additional Benefits

Alongside all of the aforementioned opportunities, there are further benefits to working at The Wellington Academy:

- We are a proud member of the Ascend Learning Trust (ALT) and this allows for the opportunity to work with fellow professionals from across a range of schools.
- We have an extensive extra-curricular programme allowing you to explore our students interests and talents beyond the classroom, and we actively encourage extracurricular trips and visits for our students.
- We have an onsite and Trust based HR team who can support you throughout your time with us.
- As a staff member you will have access to 'The Hive' – an online portal with a wide range of exclusive staff benefits, news, rewards and recognition alongside resources to support your mental wellbeing.
- Our staff have access to heavily subsidised gym membership at our onsite Sports Centre, a perk that a number of staff take advantage of.
- ALT is an accredited mindful employer.

Testimonials

"Having recently joined the Wellington Academy as a teacher of PE I have been welcomed in with open arms. As an Early Career Teacher just starting my journey into the career of teaching, I have been provided with a personal mentor who I can meet with weekly and draw on advice and support throughout the week as needed in addition to being invited to attend weekly ECT development sessions with the Deputy Head to continue to fine tune and hone my teaching skills.

With weekly CPD briefings and the school being generous enough to fund further CPD training courses for me I have had no shortage of training or support from those in my department and in the senior leadership team. The PE department has been very welcoming to me, and I am looking forward to continuing my teaching journey here at the Wellington Academy."

Ryan, ECT

"The values and ethos here at The Wellington Academy reflect why I got in to teaching. We have a community feel here at Wellington and without exception, staff consistently support students, putting them at the heart of whatever they do. Teachers are passionate about their subjects, collaborating as a team to ensure students study engaging curriculums and always receive great teaching.

My colleagues inspire students to be ambitious for themselves and their futures. We are also ambitious for each other. I have had lots of opportunities since I joined the academy, with a variety of CPD training sessions, delivering CPD to all staff which personally developed me as well as the opportunity to complete an NPQ course."

Rebecca, Subject Leader

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 safety checks
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.