



The
Wellington
Academy



Recruitment Pack

Ambitious, Inquisitive and Independent

ASCEND
LEARNING TRUST

Welcome, from the Head

Dear Applicant,

I am delighted you have shown an interest in joining our school community.

The Wellington Academy is a rapidly growing, popular 11-18 state boarding 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.

Kindest regards

Rob Wood
Headteacher





Welcome, from the CEO

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 newly founded 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 school age children at both primary and secondary 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 newly appointed 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.

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.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley

Ascend Learning Trust **CEO**

Clerk to Governors



Salary: Actual £6,246 (£3,123 TWA & £3,123 WEP & WLP)

Type of role: Clerk to Governors (3 schools 10 hours split)

Closing date: (09.00) Monday 15th July 2024

Interview date: W/C 15th July 2024

Anticipated Start date: ASAP

Job description

Main Purpose: To support the Governing Body in the discharge of their functions in accordance with legislation.

Provide advice for the Governing Body:

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters
- Have access to appropriate legal advice, support and guidance and where necessary seek advice and guidance from third parties on behalf of the governing body.
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advises on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have the access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

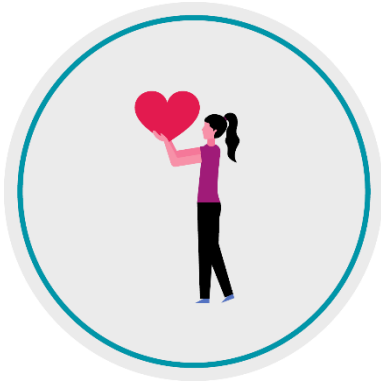
Effective administration of meetings:

- With the Chair and Headteacher prepare a focused agenda for the governing body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not) and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), The Headteacher
- Circulate the reviewed draft to all governors (members of the committee), the Headteacher (if not a governor) as agreed by the governing body and within the timescale agreed with the governing body.
- Follow-up any agreed action points with those responsible and inform the Chair of progress



Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in timely manner
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning the conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governor's business interests is reviewed regularly and lodged within the school
- Ensure DBS has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing on succession planning.



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.



Person Specification

Knowledge and experience

Criteria	Knowledge & Skills	Essential/Desirable
Qualifications and Training	Educated to Level 3 in related discipline	E
	Evidence of continuous professional development or training	E
	Knowledge of governing body procedures	D
	Demonstrate willingness to attend training	E
Experience	Evidence of working in a school environment	D
	Ability to compile agendas and take accurate concise minutes	E
	Knowledge of record keeping, information retrieval and dissemination of Local Governing Body data/documentation.	E
	Excellent communication skills especially written.	E
Skills	Able to plan and prioritise own workload, including projects and key tasks, to meet strict deadlines	E
	Be able to maintain confidentiality, integrity and impartiality	E
	Excellent interpersonal skills	E
	Flexible resilient attitude with the ability to embrace change	E
	Ability to work under pressure and prioritise effectively	E



How to apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[The Wellington Academy MyNewTerm](#)



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.

If you would like to arrange a visit to the school, for more information, or to speak to the CEO about applying, please contact recruitment on 01793 781485.

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

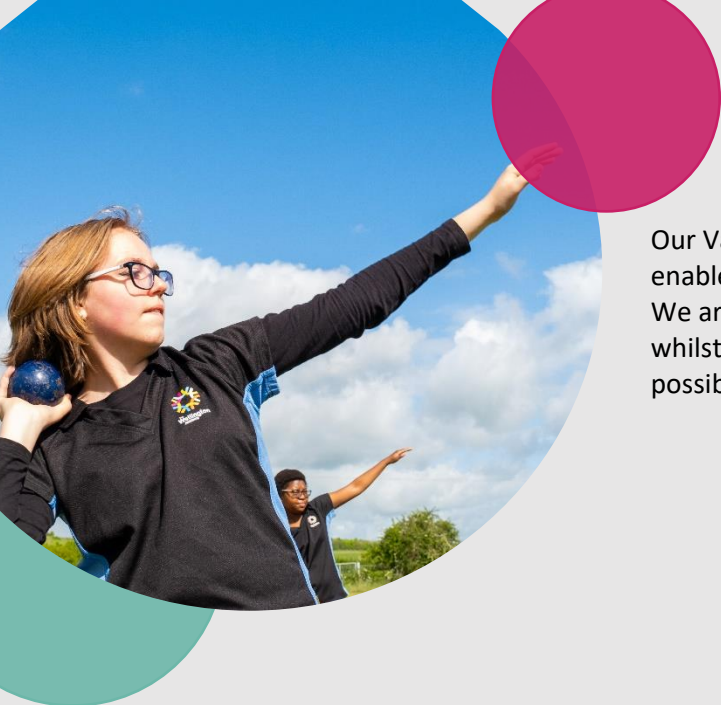
We are proud to serve our local communities, and with Tidworth serving as a 'super garrison' for the British army a number of our students have at least one parent either actively serving in the armed forces, or a family history of service. The growth of Tidworth in recent years has supported the growth of our school and successful applicants will be joining The Wellington Academy

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.

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.
- Our staff have access to heavily subsidised gym membership at our onsite Sports Centre, a perk that a number of staff take advantage of.

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

About 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.

Work for us

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

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:

- Discounted Gym Memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Employee Assistance Provider
- Excellent Pension Schemes
- Generous annual leave including Wellbeing Days

Professional Development

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.



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 Mindful Employer 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 mental health first 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.

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

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.