



LIONS
PRIMARY ACADEMY



Recruitment Pack

Everybody working together to be the best they can be

ASCEND
LEARNING TRUST

Welcome, from the Head

Dear Candidate

Thank you for taking the time to view our application pack and for your interest in joining us at Wellington Lions Primary Academy. This is a unique opportunity for the right candidate to join our warm and welcoming community, which is part of the successful Ascend Learning Trust. We offer a team that are energetic, creative, forward-thinking and always have our pupils' best interests in mind.

We are a 'Good' school and you can find the link to our most recent Ofsted inspection here: [Wellington Lions Primary Academy - Open - Find an Inspection Report - Ofsted](#)

Wellington Lions consists of a committed and supportive Senior Leadership Team who work closely with the staff, pupils, parents, and the wider community. The teaching staff are proactive, welcoming, and work closely as a team to problem solve with one another. Our pupils, 50% of whom come from a military background, are polite, well-mannered and want to learn. They are a real delight to work with!

Joining the Lions team gives professionals the opportunity to shape the educational provision for our pupils and actively contribute to the adaptation of our curriculum to ensure that it is fully reflective of the needs of our cohort.

If the prospect of being part of the journey to excellence excites you, please arrange a visit to see and feel for yourself how your next professional move could support us in that journey.

Kind regards,

Jake Bailey

Headteacher



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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**

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Receptionist



Salary: Grade D, £22,366 - £23,114 per annum (DOE) FTE

Actual Salary: £19,731-£20,390 per annum (DOE) pro rata

Type of role: Permanent, Full time, 37 hours, Mon-Fri,
Term time only + 1 week

Closing date: Midnight, Saturday 31st August 2024

Interview date: TBC - We will interview as and when we receive suitable candidates (if we receive sufficient applications, we may close this job role earlier)

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

Accountable to: Office Manager

Main Job Purpose: To provide a customer-focused and efficient reception service to visitors, pupils, staff, parents and telephone callers and to present a welcoming and professional image of the Trust.

Responsible for:

- Welcoming visitors to the school, ensuring its procedures are followed – including safeguarding, receiving and prioritizing incoming telephone calls, dealing with them appropriately including accurately recording messages as required. Ensuring that the reception / office is covered at all times in accordance with agreed arrangements. Liaise with staff, Governors, pupils, parents and outside agencies as directed, using email, SMS, APP or other technology services.
- Open, sort and distribute incoming mail to the school in a timely manner. Send, receive and distribute emails in a timely manner. Distribute letters to parents
- Provide efficient administrative support for the Cluster Office Manager, Headteacher and Senior Leadership Team
- Undertake word processing of correspondence, standard letters, reports, publications and other documents. Photocopy and collate documents. File documents in accordance with the established systems
- Distribute daily the fruit and milk to Infant classes. Liaise with the appropriate companies to notify of any changes. Oversee the use of the food technology room, ensuring it is well resourced and tidy, including the fridges and dry store cupboards
- Receive all incoming deliveries, checking and signing all delivery notes and informing relevant person/department. Distribute all resources to correct area, including classrooms and stock cupboards
- Maintain stock cupboards and monitor consumable resource levels
- Provide emergency first aid to pupils, staff and visitors when required and update, record and file all medical records. Ensure first aid room is clean and well resourced
- Oversee and monitor the After School club provision, maintain records and contact details of all coaches and ensure website information is updated. Administration of medication records and administering medication.
- Distribute and collate all information regarding the administration of the school lunch menu to parents, Kitchen Manager and staff. Liaise with Kitchen Manager and Office Manager regarding any changes including organisation of special food functions as required

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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 Academy Development Plan
- Contribute to the Academy'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
- Have read and understood academy policies and recognise the importance of fulfilling the 'Seven Nolan Principles' of public office holders

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

All Trust staff are expected to uphold the Values of the Trust.

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Person Specification

Criteria which will be measured at application and interview:

- 5 A*-C including Maths & English (or equiv.) General clerical/administrative work
- Good standard of general education inc. English and Maths Good communication skills, both verbal and written
- Experience of working successfully and co-operating as a member of a team
- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
- Have confident IT skills including Word, Excel, email and database programs, SIMS would be an advantage
- To be able to deal with regular interruptions
- Establish and develop appropriate relationships with parents and governors
- Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors
- Promote a positive working environment and be able to work under pressure
- Produce accurate work
- Ability to work with minimal supervision and to act on own initiative
- Approachable and empathetic, organised and resourceful



How to apply

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

[Wellington Lions Primary 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 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, please contact the recruitment team on 01793 781485.

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Wellington Lions Primary Academy



The Wellington Lions Primary Academy is an ambitious, growing, and inclusive 4-11 primary school. We are based on the edge of the beautiful Salisbury Plain and serve the families of Tidworth.

The purpose-built school opened in 2014, based within a new housing development in NEQ (North East Quadrant), Tidworth and caters for 240 pupils from Reception through to Year 6. These are currently organised across 10 mixed Key stage classes, comprising of Reception, 3 mixed Years 1 and 2 classes, 3 mixed Years 3 and 4 classes and 3 mixed Years 5 and 6 classes. We have a strong military presence in our school, with over 50% 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 close to 300 students on roll in a mixture of 1 and 2 form entry classes, with potential to grow to full capacity of 420 pupils. We work very closely with our sister academy, The Wellington Eagles Primary Academy, based in Ludgershall 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.

Wellington Lions' recent Ofsted Inspection (July 2023) graded the school Good in all categories, with strengths highlighted in its curriculum and inclusive ethos.

At Wellington Lions Primary Academy, we firmly believe that every child in our care has the right to be truly inspired by an engaging and purposeful curriculum. 'Everybody working together to be the best they can be' is at the heart of everything we do, alongside our dedicated staff who are passionate about providing our children with enriching and exciting experiences. We actively encourage our pupils to show perseverance, respect, independence and to be daring and believe that this supports them on their journey to becoming life-long learners.

We support our children to grow into positive, well-rounded citizens and work alongside them to encourage our school values of PRIDE, Perseverance, Respect, Independence, Daring and Everyone working together to be the best they can be. By instilling these values, we give children the chance to shine and be proud of all that they achieve, both academically and personally.

Everybody working together to be the best they can be



Our Wellington Primary Academies promote:

- Excellence through the rigorous learning of key skills within a rich and broad curriculum.
- Holistic learning by developing the whole child.
- Innovation in the way that we teach and learn.
- Collaboration with parents and carers, the Ascend Learning Trust family, the military community and local primary schools.

Our Facilities

Wellington Lions opened its doors in 2014 and as a recently built school, we enjoy bright, well-resourced classrooms, a dedicated food technology room, a dance studio in addition to a large multi-use Hall and a sensory room.

Our recently refurbished library is the real heart of the school and our dedicated wrap-around care facility enjoys a calming and personal environment, designed to meet the needs of all ages. We enjoy ample hard surface playground, a dedicated sports MUGA, football pitch, extensive playing fields, Forest schools area and dedicated Early Years outdoor environment.

Our Curriculum

At Wellington Lions 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 based our curriculum around 'The Curious Child' and 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 enthusiastic, resilient, collaborative and aspirational and believe that this supports them on their path to becoming life-long learners.

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 Pickwick training programme alongside weekly in house professional development meetings. 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 NPQs. We actively encourage staff to seek out further valuable developmental opportunities and we have a full and varied in school professional development calendar.

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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.

Together we Belong, Believe, Become

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:

- 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 31 days + 8 bank holidays per year (with 5 years' service)
- Free onsite gym



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.

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