



The Wellington Academy

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RECRUITMENT PACK

ASCEND
LEARNING TRUST

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,

Welcome, from the Head

Dear Applicant

Thank you for your interest in joining our rapidly developing school.

We are totally committed to peer support and sharing for all teachers within The Wellington Academy. There is a true sense and palpable feel of the momentum of change that we are driving forward with.

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

- Calm and Purposeful classrooms
- Senior and middle leaders with vision and passion
- Professional scope/expectation that each pupils' progress is the responsibility of their teacher.

With these things in place, popularity with parents, and a growing pupil body we are seeking high quality practitioners to support 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

About our School

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 1100 students on roll and this includes a growing Sixth Form. 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 Outstanding by Ofsted).

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 programme alongside 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 NPQs.

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 70 students. In its most recent inspection (2018) under the boarding Ofsted framework it was graded 'Outstanding'. 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 may 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.

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 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 extra curricular trips and visits for our students.

- We have an onsite and Trust based HR team who are able to 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.

Job Description

The Premises Manager is responsible for leading the premises team in the day to day, medium and long term maintenance of the academy including the Boarding provision and sports areas, ensuring that they provide an appropriate safe and secure environment for the education of students and the safe, comfortable and effective work of all the staff, contractors and other visitors.

This will include areas of management for all of The Wellington Academy, liaising with the secondary Resource Manager to co-ordinate an effective/cost effective service which will include:

- With the Resource Manager ensure the effective deployment of staff and resources across the Academy site.
- Management of the Wellington Academy compliance calendar
- Management of planned works, maintenance activities and day to day scheduled activities of the site teams, ensuring all statutory H&S obligations, tests and documentation is managed and recorded
- Working with the Trust and Headteacher on forming capital plans and upkeeping the academy asset management plan
- Ensuring training requirements for the site team staff (in all schools) are met and recorded and are in line with current legislation and regulations
- Undertake Performance Management of staff in the premises team to include job performance appraisal, sickness absence management, disciplinary and capability processes

The premises manager will also be responsible for prioritising his/her daily work, managing an agreed maintenance budget liaising with the finance team on a regular basis, his/her time effectively and be accountable for decisions taken within an agreed delegated authority level.

They will also lead the premises team to ensure the site is a safe and secure environment for all students, staff and visitors, ensuring it is in a good state of repair and appearance, including all buildings, facilities, roads, pathways, grounds and gardens.

Health and Safety

- To act as the H&S Lead for Health and Safety across The Wellington Academy estate, leading the site team in areas including, but not limited to:
- Making proactive recommendations following changes to updated or revised regulations and ensuring working practices and policies reflect these changes
- Leading on health and safety for lettings across the Trust and The Wellington Academy
- Undertaking and maintaining all risk assessments for the maintenance of site equipment and facilities use as required. Recording a register of risk assessments with accessibility for all staff via the Trusts Office 365 system
- Oversee accident and near miss reporting in conjunction with the Resource Manager ensuring that lessons are learnt to improve practice and where required RIDDOR reports are made
- Reporting termly H&S and statutory concerns to the Office Manager (3 x per annum) on premises related compliance and risk, as well as updates on any changes to current legislation
- Providing regular updates to staff and work with the Office Manager/HR team to deliver health and safety induction training for new staff
- Ensure that all PAT testing is undertaken on an annual basis
- With the support of the central Trust H&S Lead, undertake own development of health and safety knowledge as required through the role

The regular review of and responsibility of fire regulations, including but not limited to:

- Maintaining and documenting regulatory compliance of all fire systems and equipment in line with current legislation, ensuring all servicing and test reports are available for inspection

- Ensure that adequate out of hours/holiday cover is in place (i.e. Redcare etc) that will ensure the academy alarms are responded to
- Ensure that all fire notices, signage, and exits are clearly marked and are unobstructed together with the effective communication of the academy's evacuation procedures.
- Organise and execute half-termly fire drills, including all fire reporting for each building.
- Facilitate (with the Headteacher and Office Manager) and monitor fire evacuation processes to ensure that all premises related areas are working correctly and documented, i.e., fire panels, emergency exits, break glasses, extinguishers
- Organise and execute regular lockdown drills
- Undertake regular risk assessments in line with good practice for the Academy and record findings.
- Lead on the training on an annual basis for all staff in the Trust's fire and Health and Safety procedures and policies.

Security

- Responsible for site security, and protection of the assets of Wellington Academy including but not limited to:
- Ensure that adequate out of hours/holiday cover is in place (i.e. Redcare etc) that will ensure the academy alarms are responded to
- Ensure that a member of the site team follows the response procedure following the activation of intruder alarms
- Ensure that all access gates and doors are checked for full functionality each morning and evening as part of the opening/lock up routines
- To review the site boundaries on a regular basis, ensure that safeguarding measures are in place
- Monitor the CCTV system as and when required to ensure the site is secure
- Ensure safe access for all staff, pupils and visitors on school premises during adverse weather conditions in line with H&S procedures

Maintenance

- Undertake regular inspections of the building, grounds, furniture, and equipment to identify damage, vandalism, wear and tear to ensure repairs are carried out promptly and efficiently
- Responsible, with the Office Manager, of planning the regular maintenance of the buildings within the allocated budget and financial policies to ensure that the learning environment is safe and secure
- Responsible for obtaining relevant quotes (as per the financial scheme of delegation) for contracts, additional works and planned and preventative maintenance
- To plan and monitor expenditure of allocated budgets ensuring a value for money approach is achieved against RWBAT financial policies and that ordering for goods and services is via the on-line finance system
- Organise emergency action to minimise the effects resulting from burst pipes, vandalism, fire damage, work on site etc. prior to repair or remedial work being undertaken by specialist agencies and to monitor and protect the facilities until secure
- Monitor the performance (with the Office Manager) of the cleaning contract against contract KPIs to ensure high standards of cleanliness are maintained throughout the Academy and that poor performance is highlighted in termly meetings with the contractor
- Lead on waste disposal and recycling policies within the Academy and implement systems to ensure all targets are met
- Responsible for the effective use of energy within the academy. To promote and monitor the efficient use of fuel, electricity and water highlighting where efficiencies could be made
- Ensure daily monitoring of the building management system and alerts, to investigate and action or report any faults to the maintenance teams responsible
- To work with the central Trust on the procurement of Trust wide premises related contracts specifically with Wellington schools.

Transport

Lead on transport including but not limited to:

- Arranging, via the finance team, insurance of academy vehicles
- Maintenance of all records for the Academy owned/leased minibuses, i.e. fuel logs, vehicle checklists
- Maintenance of the vehicles, ensuring that each vehicle is kept clean and tidy both inside and out
- That regular routine compliance checks have been carried out and logged, i.e. oil levels, tyre pressures, working lights etc.
- Support Resource Manager to maintain and update Health and Safety and driving policies in line with current DVLA legislation, Ofsted requirements and good practice
- Liaison with local authority with regard to transport provided to the Academy
- Liaison with Student Manager/s regarding the provision of daily transport for the Academy students
- Safe traffic management on site

Community Support

- Ensure that the buildings, site and facilities are available for Academy use and other users, whenever they are needed
- Engage with the appropriate lead to ensure the smooth operation of lettings
- Liaise with event organisers regarding requirements and organise premises services effectively to ensure Academy events are set up and cleaned ready for the required time, and then areas are returned to normal operating arrangements in preparation for the next Academy day

General

- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work. Ensure all contractors are either DBS checked or appropriately supervised whilst on site.
- Support the tendering processes for premises related contracts, working with the central Trust to ensure best value and that all procurement meets the financial scheme of delegation
- Read and report all utility meter readings
- Oversee the receipt of deliveries and ensure the site team distributes these to the required areas around the academy site
- To ensure that site staff have regular statutory training, such as COSHH, manual handling, working at heights etc. and that this is documented and reviewed on a regular basis
- Be the first point of contact outside normal Academy hours, and where required attend site or arrange cover to do so
- Any other tasks consummate with the role as directed by the Headteacher and Resource Manager.

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
- Keep up to date with current educational developments and legislation affecting the Trust operations within your area of responsibility

Person Specification

Qualifications and Training

Essential

- Full UK driving licence with D1 category for mini bus driving

Desirable

- Health and Safety qualification (IOSH/NEBOSH)
- Supervisory qualification
- Trade skills e.g. Plumbing or electrical qualification

Successful Experience

Essential

- Experience of working in a School
- Experience working in a similar role including managing a team
- A good level of education, particularly in English and Maths.
- Good IT knowledge in Microsoft applications including Outlook, Word and Excel

Desirable

- Experience of managing contractors

Expertise

Essential

- Knowledge of Health and Safety
- Awareness of Building Maintenance issues
- Prepared to challenge non-compliance
- Ability to manage work to successful conclusion by agreed deadlines
- Ability to cope with peaks in workloads and is reliable and punctual
- Ability to pay attention to detail and check own work
- Ability to build and sustain effective working relationships with students, staff and parents
- Willingness to learn and develop new skills
- Ability to work effectively on own initiative and exercise good judgement
- Ability to work successfully as part of a team
- Understanding of Safeguarding and Child Protection procedures.

Personal Attributes

Essential

- Highly motivated and flexible
- Commitment to promote and support the Trust vision, values and ethos
- Energy, tenacity and determination; dedication and a willingness to have a “hands on” approach, flexibility on working hours
- Flexible, adaptable and able to prioritise; resilience under pressure
- A persona that would command respect from colleagues and local community
- Ability to lead and manage own work effectively and take responsibility for own professional development

- Able to demonstrate discretion, loyalty, commitment and patience.

Desirable

- Self-awareness and an accurate understanding of own strengths and areas for development.

Band / Salary / Hours

Full-time, Permanent

Band I-J (£30,151- £34,723) DOE

37 Hours per week

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 how each of these areas will be assessed. 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.

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)
- Health checks

SAFEGUARDING STATEMENT

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.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

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.