



LIONS
PRIMARY ACADEMY

Recruitment Pack



Welcome, from the Head

Dear Applicant

Thank you for your interest in joining Wellington Lions Primary Academy.

We have a committed Senior Leadership Team that is supporting the continued growth of the school, while allowing our talented and dedicated teaching and learning team to focus on the needs of all our pupils.

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.

Kindest Regards

Claire Addis

Executive Headteacher

Important Information

Keyworker - Level 3

The Den at Wellington Lions Primary Academy

Salary: Grade C, £20,441 - £21,189 (DOE) FTE

Actual Salary: £14,311 - £14,833 (DOE) pro rata

Hours: Monday – Friday, 8.30am - 3.15pm (30.25 hours p/w), Term Time Only

Closing date: Midnight on Thursday 18th May 2023

Interview date: Thursday 25th May 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 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

Job Title: Key Worker

Accountable to: Nursery teacher

Main Job Purpose: To work as a Key Worker and as part of The Nest team under the direction of the Nursery teacher to provide safe high-quality education and care for young people.

Responsible for: Key Worker Allocated Children.

Main Duties:

- To assist with the planning of the curriculum
- To support the ethos of The Nest and to create a welcoming and family friendly environment
- To help set up for the daily programme and to help tidy away at the end of the session
- To act as a keyworker to a group of children liaising closely with carers/parents and ensuring each child's need are recognized and met.
- To advise the Nursery teacher of any concerns eg: regarding children, parents or the safety of equipment, preserving confidentiality as necessary.
- To provide learning opportunities for children, offering an appropriate level of support and stimulation.
- To attend and participate in meetings and training courses as required.
- To keep completely confidential any information regarding the children, their families or other staff.
- Keep up to date with observations and record keeping for the children that you are responsible for.
- To write a transfer record for each keyworker child when they leave the setting
- To keep up to date with and implementation all Trust Policies
- To participate fully in the wider life of the school, attending events outside the school day and developing community links

Training and Development of Self and Others:

- Set personal targets and take responsibility for your own continuous 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.

Person Specification

Essential

Application

- Fully supported in references
- Well-structured supporting statement that demonstrates how the person specification is met

Qualifications and Training

- Educated to NVQ/CACHE Level 3 in Children and Young Peoples Workforce or equivalent and have supervisory training
- GCSE in English and Mathematics Grade 'C'/ Level 4 or above
- Basic IT skills
- Working in an Early Years environment (minimum one year)
- An enhanced DBS Certificate

Successful Experience

- Good knowledge of the EYFS and Early Years Practice including the Statutory requirements
- Experience of working in an Early Years setting at a senior level
- Demonstrable experience of leading others in a similar context
- Experience of preparing healthy snacks
- Experience of liaising with parents/carers/other agencies

Skills & Attributes

- Ability to understand and support the needs of the child, parent and team, while understanding the needs and of the Company as a business
- Empathy and understanding of children under 5
- Great communication skills, both oral and the ability to enthuse, inspire, influence and motivate others
- Ability to work within a team and a School
- Able to work on own initiative
- Ability to plan a suitable curriculum to meet the needs of each child within the nursery with the team

Personal Attributes

- A fundamental belief that every child matters
- Warm, caring and friendly approach to all children, families, visitors and staff
- A fundamental belief that aspirations and achievement can be significantly altered
- A flexible approach to people and situations
- Creative, forward thinking and innovative
- Enthusiastic and positive
- Resilient and tenacious
- Diplomatic and discrete
- Reliable under pressure
- A commitment to personal development and lifelong learning
- Excellent health & attendance record
- Excellent standard of personal conduct including use of social media
- Punctual and of tidy appearance

About Ascend Learning Trust

The Ascend Learning 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 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,

About our School

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.

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.

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 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.

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 inschool professional development calendar.

Additional Benefits

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

- Working closely with colleagues based at The Wellington Eagles Primary Academy in Ludgershall, opportunities for professional development and leadership opportunities between the 2 schools.
- 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 are supported by a Trust based HR and Finance 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.

About Wellington Lions Primary Academy

The purpose-built school is based within the new housing development in NEQ (North East Quadrant), Tidworth and caters for pupils from Reception through to Year 6.

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 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 curious and believe that this supports them on their path to becoming life-long learners.

We support our children to grow into positive, well rounded citizens and work alongside them to encourage kindness, grit, integrity, acceptance, curiosity and courageousness.

By instilling these values we give children the chance to shine and be proud of all that they achieve, both academically and personally.

Wellington Primary Academies offer an education that promotes:

Excellence through the rigorous learning of key skills within a rich and broad curriculum.
Holistic learning by developing the whole child.

References

We will require 2 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

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.