

# Pickwick Academy Trust



## Applicant Information Pack



Working together to provide the best outcomes for our  
schools and children.



## A Warm Welcome from the Chief Executive Officer.

Dear Applicant,

I hope that the information which follows will help inform your decision about whether to make a formal application for the post which interests you.

We believe that Pickwick Academy Trust is a unique organisation, and one we are incredibly proud of. Our Trust has been built on moral purpose, developmental and continuous professional learning and 'oneness' – one organisation committed to supporting all children to succeed academically, spiritually, socially and emotionally, and as caring and thoughtful global citizens. We are committed to inclusion and we really value our fantastic staff and strive to ensure our schools are great places to work in and develop professionally.



The education of our children is the thing that drives us, they are at the centre of our organisation and are the reason we went into working and are committed to Education in the first place; In all that we do, we ask ourselves, how will this impact on the outcomes and experiences of children?

As leaders we recognise we are stewards in our schools and across our Trust, in service to our communities. We believe that we should lead with humility, look for continuous improvement opportunities and work collaboratively and collectively to make our Pickwick family of schools enjoyable and supportive environments to learn and work in.

At Pickwick Academy Trust, we recognise that the staff in our schools are the most important resource we have in providing exceptional educational experiences for our children. Research consistently highlights that quality-first teaching is the most impactful way to improve and sustain pupil outcomes, and that support staff are essential in order to achieve this.

If we are to deliver on our vision, we must ensure that we recruit the very best staff; provide targeted and ongoing professional development and training for both teaching and support staff to equip them to do the job to the very best of their ability; and ensure our places of work, approaches, policies and culture enables us to retain those staff. In short, we must recruit, train and retain exceptionally well.

We are committed to being an employer of choice, and work hard to ensure our values, policies and strategies enable us to be so. We engage with, listen to and bring people together at all levels of the organisation to ensure staff are supported, professionally challenged and well-looked after.

Our People Strategy and the commitments we have made are based around the four pillars identified in 'Talent Architects' (2018); it is our intention that all staff in all our schools will benefit from these commitments:

- Leadership, culture, climate
- Developing people
- Behaviour
- Workload and wellbeing

You'll find a lot more information about the Trust and the schools that it serves on our website (which we hope encapsulates that intangible 'feel' of the Trust). If you would like further clarification or just an informal chat with someone about a role, please feel free to contact us by email listed on the Job Advert. Please read the Role Profile and Person Specification, when we read your application, we will be trying to assess whether you would be a 'good fit' for our Trust, so I hope that some of the things I have said will be useful to you in writing your supporting statement and I look forward to receiving your application to join us.

With best wishes,

James Passmore  
CEO of Pickwick Academy Trust



**We are delighted that a number of Pickwick Schools are working towards, or have accreditation, with the Unicef Rights Respecting School Award. The Award is based on principles of equality, dignity, respect, non-discrimination and participation.**

**This award recognises that our schools give children the best start to life, are safe and inspiring places to learn and are schools where children are respected, able to thrive and their talents are nurtured.**

# The Pickwick Academy Trust

## About us

Pickwick Academy Trust is a friendly and inclusive community of nine schools where individuals are nurtured to cultivate their unique abilities, while simultaneously fostering an environment that encourages others to embark on their own journeys of growth and development.

At the centre of our strategy is collaboration to harness the collective expertise of our diverse community – this nurtures growth for both pupils and our school staff alike and helps distribute workloads.

Our ethos revolves around celebrating achievements and sharing successes, fostering a culture of innovation and aspiration where staff are able to make a positive contribution to the development of the next generation.

Pickwick Academy Trust is committed to staff development and well-being at all levels of the organisation, and has embedded strategies for bringing people together to innovate and find solutions to school improvement challenges.

We also provide tailored support and constructive challenges to guide each school's unique journey, ensuring that every child reaches their full potential.

We are an outward-facing and inclusive Trust, which is committed to safeguarding the ethos, uniqueness and identity of each of our schools, and the Christian distinctiveness of our church schools.

## Background

Pickwick Academy Trust was formed in August 2017 because the four founding schools recognised the huge value of working together to drive school improvement and education innovation. Since then we have been delighted to welcome a number of other like-minded schools into the Pickwick family. Pickwick Academy Trust is made up of nine community and church primary schools across North and South Wiltshire, and North Dorset, with another six schools joining us in December 2023 and is organised into two 'hubs'.

The North Hub includes:

- Aloeric Primary School
- Corsham Primary School
- Ivy Lane Primary School
- Queen's Crescent School

The South Hub includes:

- Ludwell Primary School
- Winterslow CofE Primary School
- Greentrees Primary School
- Pitton CofE Primary School
- Gillingham Primary School



**'The school is a friendly learning community where pupils behave extremely well. They are very polite and courteous, showing great respect for each other and for adults'.**

Ofsted—Corsham Primary



# About our Schools

	<p><b>Aloeric Primary School</b></p>	<p>We are a very happy team at Aloeric, with strong relationships between staff and pupils and between the school and the local community. We believe in putting the children at the heart of what we do and want to develop all aspects of every child as they travel through the school. There really is a fantastic welcoming atmosphere at Aloeric and we are fortunate to be working with wonderful children who inspire us to do more and become more. Infact inspiring us to 'make a difference every day' - our school motto.</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>
	<p><b>Corsham Primary School</b></p>	<p>Corsham Primary School is situated over two sites, Pound Pill and Broadwood. We always believe that in order for a school to be successful, it must be happy. We nurture a strong sense of partnership between the school and the family that lies at the heart of the children's happiness and success. Corsham Primary is a fun place to be, and there is always something happening to enhance an already exciting curriculum. We enjoy and participate in enriching experiences that enhance our curriculum and support our learning.</p> <p><b>Find the link to our website and watch our school videos on the below links:</b>  <a href="#">Pound Pill Site</a>      <a href="#">Broadwood Site</a></p>
	<p><b>Ivy Lane Primary School</b></p>	<p>Ivy Lane is a 'family' of hardworking and supportive staff who work together to inspire and make a difference to the lives of our children. We are 'good' school where teamwork is highly valued. Our school values of 'Learning, Environment, Others and Ourselves' underpin our ethos. We place a huge importance on outdoor learning and we have an extensive provision of social and emotional support for our children. We also have an on-site nursery classroom providing education for children aged 3-11. Ivy Lane school community really is a special place to learn - so come and join the fun!</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>
	<p><b>Queen's Crescent School</b></p>	<p>Queen's Crescent is a vibrant school with over 400 pupils. Our energetic, caring and positive staff are committed to providing the best primary education for all our children. Children learn best when they are happy and safe, so we aim to provide a nurturing environment that allows children to succeed but also feel safe to make mistakes along the way. In such an atmosphere, we believe that every child can achieve his or her full potential, irrespective of ability or background.</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>
	<p><b>Ludwell Primary School</b></p>	<p>At Ludwell Primary School, we are passionate about learning and wellbeing. We believe that a successful learning community, is a happy and supportive one. We seek to create an environment where independent learning, creativity and kindness is at the heart of all we do. Our children and staff are encouraged to adopt a growth mindset, think for themselves and take responsibility for their own wellbeing, and that of others, including the environment.</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>
	<p><b>Winterslow CofE Primary School</b></p>	<p>We are a church school at the heart of Winterslow village. Our school has a warm, friendly, family-feel that we all value. We know our staff and children extremely well and treat them with respect. Children do very well here and are appropriately supported and challenged, through high quality teaching, so that they can make good progress. Our facilities are excellent. The original school building is full of character and dates from Victorian times. We are extremely fortunate to have a heated swimming pool and a vast availability of laptops and Ipads. Please feel free to pop in and see how we sparkle.</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>
	<p><b>Greentrees Primary School</b></p>	<p>Greentrees is a two-form entry primary school on two sites – one for Reception, Year 1 and Year 2 and another, for Years 3 to 6. We truly believe that Greentrees is a very special place where everyone works together to ensure that our pupils are successful. This collaborative effort is key to our success – staff, governors, pupils and their families working in true partnership towards a shared vision. Children feel safe, supported and motivated to achieve their very best.</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>
	<p><b>Pitton CofE Primary School</b></p>	<p>Pitton is a small family school set in the most beautiful of settings about five miles east of Salisbury. Our small setting provides a strong family environment which promotes growth, fulfilment and achievement academically, emotionally, spiritually and socially. Growth mind-set is at the heart of our community, involved in every aspect of school life. We motivate and support each other to tackle new challenges, persevere and stretch ourselves. We are committed to ensuring every child feels unique, valued and integral to our school community. We strive to be pillars of the community, who respect and make a positive difference to the world around us; and for every one of us to be a role model, who inspires a love of learning and the sharing of success. Our school takes pride in leading the children on their journey to acquire the skills and attributes needed to achieve their dreams and aspirations in the future.</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>
	<p><b>Gillingham Primary School</b></p>	<p>Our busy and vibrant atmosphere and inclusive ethos welcomes every staff member, child and family. We pride ourselves on the excellent care, support, guidance and challenge we provide as we work together during these important years of a child's life. Our vision "Enjoy - Engage - Excel" is the driving force behind everything we do. We believe that happy, enthusiastic children learn best and we are determined to create a climate that enables children to explore their ideas and develop their abilities and talents to the full.</p> <p><b>Find the link to our website and watch our school video <a href="#">here</a></b></p>



# LUDWELL



## Why work with a school that is a member of Pickwick Academy Trust?

Pickwick schools are based across Wiltshire and Dorset. Both are areas of natural beauty and in close proximity to vibrant cities, beautiful countryside and coast.

Our schools benefit from outstanding modern facilities including spacious, light classrooms, which are fully equipped with a whiteboard and other modern equipment to help facilitate teaching and learning. Support staff are provided with good quality equipment to enable them to carry out their role.

Working at a Pickwick school is busy and very rewarding. Our Schools have high expectations of it's staff, so looks to offer a positive range of benefits in addition to the ones already mentioned.

- A real family and togetherness feel, where everyone is included and listened to, and ensures no one feels isolated.
- Generous annual leave for Support Staff, with 5 additional days after 5 years continuous service.
- Access to Employee Wellbeing support and counselling telephone support for all staff.
- Generous contributory pension provision through the Teacher and Local Government Pension Scheme.
- Occupational sick and Family Leave pay.
- Family friendly policies.
- Strong commitment to flexible working.
- Recognition and reward for other school and local government continuous service (some restrictions to eligibility apply).
- Generous terms and conditions, and transparent policies with staff consulted directly on all key HR policies.
- A strong central team committed to and providing high level of support for staff at all levels.
- High quality Teaching and Support Staff to enable quality first teaching.
- A People Strategy which sets out the Trust's commitments and initiatives to support staff.
- Free eye tests (for those assessed as regular Display Equipment Users, and glasses if needed specifically for particular roles).
- Free annual flu jab.
- Partnership with the Motor Source Group, enabling staff to benefit from discounts on new and used cars (average £4k saving on a standard new car).
- Access to Wiltshire Reward Scheme, which includes discounts on supermarket shops, retail and days out. (Wiltshire Schools only).
- Emergency Salary Advance Scheme.



# Professional Development

As an organisation we are committed to continuing to support the development of our staff and to provide them with access to effective continuous professional development, and opportunities for learning, dependent and tailored to the specific identified development needs of each individual.

At Pickwick Academy Trust we want to help develop our staff so that they become the best that they can be, feel confident in carrying out their role, fulfilled and happy at work. To aid this we have a dedicated Professional Development Director who has particular responsibility for oversight of professional development and learning across the trust, supporting schools with curriculum development, trainee teachers and early career teachers as well as arranging leadership development and apprenticeship and training opportunities for support staff.

**As a member of staff in a multi academy trust you will have instant access to a diverse range of schools, which allows for additional career opportunities, sharing of good practice and inter-school collaboration.**

For new staff, Pickwick Academy Trust also recognises that a good induction is essential to integrating new employees into our Trust and to help them feel part of the team, enabling them to perform as quickly as possible. Each induction is an ongoing process and is carefully planned and tailored to the individual to help them make a valuable contribution and fulfil their role to the best of their ability as soon as possible.

# Diversity, Equity and Inclusion

At Pickwick Academy Trust we are committed to fostering a workplace and learning environment that celebrates diversity, promotes equity and values inclusion. We believe that a diverse and inclusive workforce not only enhances our organisational culture but also drives innovation, creativity and provides a supportive and enriching atmosphere for our children.

We welcome candidates from all backgrounds, regardless of race, ethnicity, gender, sexual orientation, age, disability, religion or any other dimension of diversity. Our commitment to equity means that we provide equal opportunities for all individuals to thrive and advance in their role.

**'Everyone has been really welcoming. From the moment I stepped into the school building, I felt instantly like I belonged'.**

New Starter, 2023






# Wellbeing

At Pickwick Academy Trust we like to think of ourselves not only as an 'Employer of Choice', but also an 'Employer of Trust'. Trust is the basis of all relationships in the workplace and we do this by ensuring that we have a culture of fairness, kindness and compassion for all role types and levels within the organisation.

We recognise that staff wellbeing is a vital component of this trust, it helps reduce stress and ensures we have healthy and happy schools. At Pickwick Academy Trust we want to improve the working lives of our staff and so aim to promote and maintain better health and wellbeing, we also ensure there are equal opportunities for colleagues to access support and resources to improve all our home and working lives.

We do this by:

- Ensuring there is a culture where staff are encouraged to debate and constructively challenge established practice that could be more efficient, reduce workload, and does not have as much impact on pupil outcomes and experiences as it could.
- Blocking PPA for teachers whenever possible; enabling teachers to choose whether to do their PPA onsite or at home as appropriate.
- Having no more than one whole-staff team after school development/CPD session per week (and no more than two for the SLT); aligning calendars to ensure Pickwick professional development is woven into each school's scheduled training sessions; carefully considering workload impact if staff attend other sessions, e.g. 1:1 or small group training/sessions/mentoring.
- Supporting and encouraging staff to identify and implement strategies for maintaining a positive, healthy and fulfilling life at work and at home that works for them (there will not be a one-size-fits all model for this).
- Encouraging staff not to access work communications on their personal devices, and setting out that there is no expectation to respond to non-emergency communications immediately or outside the hours of Monday-Friday 07:30-18:30.
- Having a flexible working policy which is more generous than the statutory norm.
- Really listening to staff; holding regular staff surveys, sharing the results with staff and updating our People Strategy in line with findings.



**We ensure that all staff have access to quality external support services in relation to their Health and Wellbeing.**

**'I feel incredibly supported working here, I have the freedom to get on with my job but help is always on hand if I need it'.**

**Class Teacher 2023**



## The Application Process

The purpose of the application and selection process is to assess your suitability for the post and give the panel an opportunity to seek clarification on information which you have provided on the application form and any accompanying information. It also provides the candidate the opportunity to gain further insight as to what the role may entail and what the school setting is like.

As this post holder will be working in regulated activity and will have contact with children, the interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

### How to apply

To apply for a position at The Pickwick Academy Trust you will need to complete an online application form, by following this link [www.pickwickacademytrust.co.uk](http://www.pickwickacademytrust.co.uk). Please note updates regarding an application, which could include an invite to interview, will be sent to the email address used when registering an account on our applicant tracking system. Copies of all correspondence will also appear under the 'messages' section, in the event that emails are being directed to a 'junk' or 'trash' folder please make regular checks on the status of an application.

Queries regarding a post should be sent to the named email address on the advert, other recruitment queries should be sent to [recruitment@pickwickacademytrust.co.uk](mailto:recruitment@pickwickacademytrust.co.uk).

If you would like to visit the school to make an informed decision to whether to apply, please contact the school directly to arrange a mutually convenient time.

### Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the person specification will be short-listed.

Subject to the number of applications, we reserve the right to short-list before the deadline for applications has passed. We therefore recommend applications are made as soon as possible.

We aim to respond to all applicants within two weeks of the vacancy closing date.

### Interviews

Selected candidates will be invited to be formally interviewed by the Headteacher and other members of the school management team, for example the Head of Department or a member of the Executive team. Interviews will be designed to test the candidate against the criteria outlined in the job description and person specification, and identify the most suitable person for the job.

The interviews will consist of a formal interview where the panel will ask situation based questions and score responses according to the objective criteria. Insights from the interview may be further supported by other task simulation activities which are relevant to the role for which you are being interviewed, such as teaching a lesson for teachers or an administrative or practical task for support staff.

For the candidate, the interview is an opportunity to understand the job and its responsibilities in more detail, and ask questions regarding the school, Trust and the overall culture of the working environment.

If you require any assistance or special arrangements for your interview, please let us know prior to the interview date so that appropriate adjustments can be made.





## Interview Outcome

Schools will contact those who came in to interview directly with the outcome as soon as possible after the interview date, and will offer the role to the applicant who we believe most closely matches the skills required for the job position.

All job offers are subject to two satisfactory references, a satisfactory Work Health Assessment, an established Right to work in the UK, proof of your identity and current address, an acceptable result from an Enhanced DBS check (with barred list check if working in regulated activity) and a Certificate of Good Conduct if you have worked or lived abroad for 3 months or more in the last 5 years.

Unsuccessful candidates will be initially contacted by the hiring manager and provided feedback on their interview. If you are unsuccessful in the role you interviewed for, we hope that you will apply for other job openings that interest you at Pickwick Academy Trust in the future.

## Safer Recruitment

As part of our safer recruitment process please find a link to our [Overarching Statement for Safeguarding](#), [Recruitment of ex-offenders policy](#) and [Recruitment Policy](#).

All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected', are not subject to disclosure and cannot be taken into account. Further information about filtering offences can be found at the [DBS filtering guide](#).

**It is an offence for any applicant to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

In accordance with Keeping Children Safe In Education (KCSIE) guidance, we will use social media websites and search engines to research information on shortlisted candidates, to determine suitability to work with children and keep them safe. This is not part of the shortlisting process; if there are any findings of concern, you will be given the opportunity to address them at interview.



**'Everyone counts and everyone is valued.'**

**Parent—Winterslow CofE Primary School**

# Pickwick Academy Trust



Email: [recruitment@pickwickacademytrust.co.uk](mailto:recruitment@pickwickacademytrust.co.uk)

Web: [pickwickacademytrust.co.uk](http://pickwickacademytrust.co.uk)