

# Pickwick Academy Trust



## Headteacher - Aloeric Primary School Applicant Information Pack



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



## Headteacher—Aloeric Primary School

Aloeric Primary School,

St Michaels Road,

Melksham

SN12 6HN

Website: <https://www.aloeric.wilts.sch.uk/>

### Headteacher Vacancy

**Pickwick Academy Trust would like to recruit a full-time Headteacher based at Aloeric Primary School who will be supported by and report to one of the Trust's Directors of Education.**

**Salary point:** salary L14-L24

**Required to start:** September 2026 (January 2027 will be considered for the right candidate )

Pickwick Academy Trust is made up of 21 community and church primary schools across North and South Wiltshire and North Dorset, and is organised into three geographically proximate 'hubs'. The schools in the Trust are committed to working together to provide the best schools and outcomes for their children. Aloeric Primary School is a popular two-form entry primary school situated in the market town of Melksham in North Wiltshire. Pickwick Academy Trust is looking to appoint an exceptional and highly motivated leader as Headteacher at Aloeric Primary School.

The successful candidate will be an inspirational and innovative leader, manager and team player.

To be successful you will need to:

- Have a proven track record at senior leadership level of raising pupil standards; and be able to demonstrate this success at interview.
- Be an outstanding leader with drive, energy and ambition, inspiring children and staff to strive for continuous improvement and outstanding outcomes for all.
- Be able to recognise the school's individual strengths and build upon its achievements and successes.
- Be able to develop quickly as a credible leader and have the ability to foster professional, influential relationships with a wide range of stakeholders.
- Be able to demonstrate that you have worked collaboratively and are committed to work in partnership with fellow Heads in our other Trust schools.
- The Headteacher will perform the role of Designated Safeguarding Lead and will therefore be responsible for Safeguarding duties across the school, including training, attending meetings, ensuring adherence to policies and providing support.

For further information about this opportunity, please contact James Passmore, CEO on 01249 717090 or via e-mail on [admin@pickwickacademytrust.co.uk](mailto:admin@pickwickacademytrust.co.uk)

Visits to the school are welcomed. To arrange a visit please contact the school office on: 01225 702563 or via [admin@aloeric.wilts.sch.uk](mailto:admin@aloeric.wilts.sch.uk)

**Interested candidates are required to apply by 12.00noon on 11th May 2026**

**Interviews and selection activities will be held on 21st May 2026**

**To apply, please use the following link [\[insert MnT Link Here\]](#)**

Please refer to the job description and person specification in this pack for further information.

The selection process will include a presentation, collective worship and a formal interview.

**At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.**

*All shortlisted candidates will be subject to online searches as part of safer recruitment due diligence. Successful candidates will be subject to a range of pre-employment checks including an enhanced DBS check and a barred list check if working in regulated activity*

*Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020*





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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?

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.

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.

You’ll find a lot more information about the Trust and the schools that it serves on our website. 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 in this information pack 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

## Our Values

**Aspiration**

**Where everyone is encouraged to reach their highest potential.**

**Collaboration**

**Achieving shared goals together.**

**Inclusion**

**Ensuring all voices are heard and valued.**

**Enjoyment**

**Fostering a vibrant and positive work environment.**

**Nurturing Relationships**

**Cultivating kindness and trust in all our interactions.**



## A Letter from the Chair of the Trust

Thank you for taking an interest in Pickwick Academy Trust. We are at an exciting time on our journey having formed on 1 August 2017. The successful applicant selected through this recruitment campaign will have a vital contribution to make in one of our fifteen schools and collectively as part of our expanding organisation. Our children are at the heart of what we do, and we are therefore looking for candidates who share and can actively contribute to this approach. Our work and the service we provide to our communities is delivered by teams of dedicated and professional staff, and as an organisation we are committed to their development.



Strong leadership is important to the Trust and we will expect to fill our Headteacher vacancy with an individual who brings a proven track record of leading teams and experience of delivering broad portfolios of work. Collaboration is important to us too and as we take our next steps, working with partners to enhance our operation and delivery of our strategic objectives will be important; this will include our school improvement work involving Pickwick Learning, and our strategic links to the Swindon and Wiltshire Teaching School Hub – another significant part of our Trust.

Our current twenty one schools maintain their local identity as part of our organisation, and in line with our governance arrangements the Trust Board recognises and relies on the valuable contribution of Local Governance Committees which operate at each school. The Headteacher will play a vital role in ensuring that the Local Governance Committees are informed and involved in school business and contribute to the arrangements to engage parents and carers.

The role will provide the successful candidate with a wide and varied portfolio which will present even the most experienced professionals with opportunities for personal development as the Trust achieves its aims, lives its values and we grow together.

On behalf of the Trust Board, I would like to thank you once again for your interest and wish you the best of luck with your application.

Rob Ward

A handwritten signature in black ink that reads "Rob Ward".

Chair of Trustees, Pickwick Academy Trust

# Pickwick Academy Trust

## About us

Pickwick Academy Trust is a friendly and inclusive community of twenty one 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.

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 and we are now made up of twenty one community and church primary schools across North and South Wiltshire, and North Dorset, and is organised into 'hubs'.

## The North Wiltshire Hub includes:

- Aloveric Primary School
- Corsham Primary School
- Ivy Lane Primary School
- Princecroft Primary School
- Queen's Crescent School

## The South Wiltshire Hub includes:

- Alderbury and West Grimstead CofE Primary School
- Longford CofE Primary School
- Ludwell Primary School
- Gomeldon Primary School
- Greentrees Primary School
- Pitton CofE Primary School
- St Andrew's CE VA Primary School
- Winterbourne Earls CofE Primary School
- Winterslow CofE Primary School
- Woodford Valley C.E. Primary Academy

## The Dorset Hub includes:

- All Saints CE VC Primary School
- Gillingham Primary School
- St Georges CofE School, Bourton
- St Gregory's CofE VA Primary School
- Wyke Primary School
- Milton on Stour CofE 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 Aloeric Primary School

Aloeric Primary School has approximately three hundred and eighty five pupils on roll. Most of our pupils come from the local area, though we regularly accept pupils from further afield if we have places and forces families new to the area.

We are a very happy team at Aloeric, with great 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 – really giving the children a say in the development of the school and giving them opportunities to become confident and independent learners for the future.



Our School Vision is contained within the one statement:

**'Making a difference.....every day!'**

It is our vision at Aloeric to provide all of our children with a safe and nurturing environment in which to learn and flourish. We hope to empower them with the confidence to ask questions, seek answers and find the very best versions of themselves. We want all of our children to grow into happy, proud and responsible citizens, who make a positive impact on the World and enhance the lives of those around them.

We will achieve this by:

- Providing a rich and creative curriculum which inspires and motivate
- Having high expectations in behaviour and learning
- Promoting sports and healthy lifestyles
- Valuing each other and celebrating our uniqueness
- Becoming resourceful, resilient and responsible learners
- Supporting and encouraging one another to make healthy and safe choices

**What our children and staff want from our new Headteacher:**

Our children would like someone who will:

- Look after you if you get sad.
- Be lovely, kind, caring, sometimes silly, sometimes nice, thoughtful.
- Be someone we can tell the truth to.
- Show interest in what we are learning.
- Have good ideas about how to improve our school .
- Value what we say.
- Be fair and listen to everyone after an incident - someone who's not too harsh.

Our staff would like:

- A head who highly values CPD and career progression, and gives lots of opportunities to develop.
- A head who has an open-door policy and really values staff input.



## About Aloeric Primary School

Our Headteacher will be someone who embraces the ethos of learning for life and learning through fun. They will be someone who recognises that children are all individuals and understands the value in providing children with a wide range of learning and educational experiences to help them develop.

Recognising the school's strengths, its standing and reputation in the community and valuing the aspects of school life which make the school so popular will be key to success.

The new Headteacher should:

- Be approachable, to children, parents and staff
- Be accessible to parents and get involved in the day-to-day life of the school
- Recognise the aspects of the school that make it so successful and why it has become the primary school of choice
- Be a solution focused person who is open and supportive of staff
- Continue to build on the school's good working relationship within the community and the Salisbury Diocese
- Be able to maintain the inclusive culture that exists at the school
- Be able to recognise staff strengths
- To develop and support staff to become better at what they do
- Have a high level of integrity
- Be actively involved in the delivery of education
- Be passionate about improvement and have a good vision for the future
- Have excellent listening skills and act on what they hear
- Be good at keep the lines of communication open and is practiced at cascading information throughout the school .
- Be a strong ambassador for the school
- Manage change effectively



To find out more about Aloeric Primary  
School please watch our welcome  
video [here](#)  
Our website is [here](#)



## Why work with a school that is a member of

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 its staff, so looks to offer a positive range of benefits

## Staff Benefits



Generous contributory pension provision



Strong commitment to flexible working



Emergency Salary Advance Scheme



Cycle to Work Scheme



Retail Discounts through Wiltshire Rewards and Blue Light Card



Gym Membership Discounts through Wiltshire Rewards and Blue Light Card



Access to free counselling



Support Staff get 5 additional annual leave days after 5 years continuous service



Free Eye Tests (VDU Users)



Enhanced Sickpay



A culture of inclusion and belonging



A fair and transparent People Strategy



Travel Discounts through Wiltshire Rewards and Blue Light Card



Free Flu Injection



Access to Car Purchasing Discounts



Access to an Employee Assistance Programme



Generous Family Friendly Policy, Leave and Pay



Free tea and coffee in staff rooms

We also offer:-

- A real family and togetherness feel, where everyone is included and listened to, and ensures no one feels isolated.
- 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.

# Workload and Wellbeing Initiatives

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.
- As a Trust we are actively exploring how AI can help alleviate workloads in both teaching and business based roles
- 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 communi-



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

**I have only been in this school since April and I cannot fault them one bit. Totally caring, understanding, and supportive. I have never worked anywhere that has treated me this well in 35 years.**



# Equity, Diversity, Inclusion and Justice

At Pickwick Academy Trust, we are committed to fostering an inclusive environment where all individuals are valued and respected. We believe that a diverse and inclusive workforce not only enhances our organisational culture but also drives innovation and creativity, and provides a supportive and enriching atmosphere for our children.

We embrace diversity in all its forms and strive to ensure equitable opportunities for everyone, regardless of background or identity. Within our trust we actively promote a culture of respect, fairness and inclusion, where all staff can thrive and contribute to our shared goals. We encourage applications from individuals of all backgrounds and experiences.

Within Pickwick Academy Trust we are committed to providing reasonable adjustments to support individuals with disabilities, including those with Special Educational Needs and Disabilities (SEND) and neurodivergent conditions. We recognise the value of neurodiversity and aim to ensure inclusive recruitment, working practices, and environments that enable all individuals to thrive.

At Pickwick Academy Trust, we aim to be more than an Employer of Choice, we strive to be an Employer of Trust. That trust is built on our commitment to Equity, Diversity, Inclusion and Justice (EDIJ), which shapes how we recruit, support and develop our people.

Within our Trust, EDIJ means:

- Equity is about recognising that some groups are more advantaged than others, and putting measures in place to help eliminate these disadvantages, ensuring more equal opportunities for all.
- Diversity is about celebrating individual differences amongst our workforce, recognising a diverse workforce strengthens our culture and enhances our ability to educate our children well.
- Inclusion is about ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.
- Justice is the active process of identifying and dismantling barriers that may historically have led to exclusion or unfairness. Within Pickwick Academy Trust, this means not just accepting the status quo but critically examining our policies, structures, and daily practices and approaches to rectify systemic unfairness to help ensure every individual has the support they need to thrive.

EDIJ sits at the heart of our People Strategy and supports our wider mission to deliver the very best outcomes for our staff, our schools and the children and communities we serve.

We are committed to fair, transparent and inclusive recruitment practices. Job descriptions and person specifications are being reviewed to ensure they are objective and proportionate and don't act as a barrier to application from different groups. The Trust is also actively working towards Disability Confident status and is committed to being a disability inclusive employer. We welcome requests for reasonable adjustments at any stage of recruitment, ensuring all candidates who have a disability are supported to participate fully and fairly.



Progression and professional development within the Trust are based on merit and capability, within an inclusive framework that reflects the local communities we serve in Wiltshire and Dorset.

Inclusion is actively promoted across the Trust through a range of cultural and practical measures, including providing EDIJ training for all staff and recruitment panels being required to complete Unconscious Bias Training. We are also actively searching for new ways to attract a more diverse workforce. We also offer our support for national awareness events such as Black History Month and Pride, and our Flexible Working Policy goes above and beyond statutory requirements ensuring work is accessible to a range of people.

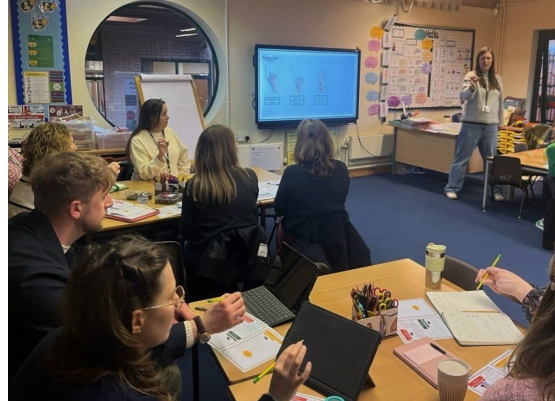
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If you require any adjustments during the application or interview process, please contact us at [recruitment@pickwickacademytrust.co.uk](mailto:recruitment@pickwickacademytrust.co.uk)

# Professional Development

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 training opportunities for support staff.



Pickwick Academy Trust recognises that a good induction is essential to integrating new employees into our Trust and to help them feel part of the team, whilst also helping them to shine in their role as quickly as possible. ALL new staff are therefore provided a comprehensive Induction Programme, both at Trust and local level .

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.



As an organisation we are committed to continuing to support the development of all 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.



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.



Each February we hold 2 conferences; one for teaching staff and the other for the business team. Various workshops and speakers are provided to enhance knowledge and both practical and soft skills. It is also a great opportunity for colleagues to come together in person and celebrate the work that they do.



Pickwick Academy Trust is committed to supporting employees who would like develop their careers. To this end, we are in partnership with several apprenticeship providers. Here there are opportunities to learn and acquire new skills in both teaching, and support roles.

## HEADTEACHER JOB DESCRIPTION

<b>Reports To:</b>	Director of Education and Local Governance Committee
<b>Line Manager:</b>	Director of Education
<b>Job Purpose: To provide professional leadership and management for the school ensuring high quality education and care for all pupils and staff.</b>	
<b>Leadership:</b>	
The Headteacher will:	
1.	Devise and lead clear, evidence-based improvement plans for the proactive development of the school and its facilities.
2.	Work with the Facilities Manager and trust Head of Facilities to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
3.	Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide cost effective solutions.
4.	Meet the requirements, knowledge and professional qualities set out in the National Standards for Headteachers.
5.	Ensure that all Pickwick Academy Trust policies and procedures are implemented and adhered to, especially those relating to Child Protection, Health and Safety, Finance and GDPR.
6.	Lead and motivate staff ensuring the school is a caring, inspiring, and encouraging place for staff, children, parents, and members of the wider community to work, learn and be involved in.
7.	Collaborate with colleagues and the Executive Leadership Team of Pickwick Academy Trust to drive improvements and initiate change within the school.

<b>Teaching and Learning:</b>	
The Headteacher will:	
1.	Ensure high quality evaluation and monitoring systems are in place to guarantee excellence provision across and throughout the curriculum.
2.	Promote, support, and monitor the development of innovative ways of learning including the use of IT.
3.	Arrange support for any school within the Pickwick Academy Trust or beyond, where the school has requested support.
4.	Provide a framework for the sharing of effective teaching and learning practice across the school.
5.	Ensure that pupils enjoy a safe and healthy environment in which standards of behaviour encourage learning and the social development of children.
6.	Ensure that there are a range of opportunities for pupils from Pickwick Academy Schools to learn together and to share common experiences.
7.	Develop with the Director of Education and School Leadership Team the strategic goals for the school within Pickwick Academy Trust's strategic framework.
8.	To set the school performance targets in consultation with the Local Governance Committee and Director of Education.
9.	Ensure that a broad and balanced curriculum, appropriate to the needs of all pupils is in place and delivered effectively.
10.	Ensure that a harmonious and supportive community is nurtured, through the effective management of the leadership team, staff, and students.
11.	Monitor the provision for pastoral care, student welfare, behaviour management and anti-bullying policies and procedures; ensuring they are effectively implemented and managed.
12.	Implement, manage, and monitor an effective assessment, recording and reporting system for pupil progress.

### **Leading and Managing People:**

The Headteacher will:

1.	Advise the Local Governance Committee, Director of Education and Pickwick Executive Team of any changes to staffing within the school.
2.	Using agreed procedures and policies to work in partnership with the Local Governance Committee, Director of Education and trust HR Team to recruit and induct the highest quality staff to the school.
3.	To involve HR and inform and update the Chair of Governors of any procedures being used by the school to manage any matters of staff competency.
4.	To involve HR and inform and update the Chair of Governors of any procedures being used by the school in matters relating to disciplinary rules, dismissal, and grievance procedures.
5.	To lead, manage and motivate all staff within the school ensuring they fulfil duties allocated to them.
6.	To regularly evaluate the standards of teaching and learning in the school, ensuring that proper standards of professional performance are established and maintained.
7.	To create and maintain good working relationships amongst all members of the Pickwick Academy Trust community.
8.	Promote the Trust, Pickwick Learning and school ethos, vision and values in which the highest achievements are expected from all members of the community.
9.	To ensure all school staff take part in Performance Management or Professional Reviews processes and procedures to ensure high levels of performance reporting back to the Local Governance Committee on an annual basis.
10.	To ensure that CPD opportunities are made available to all staff to impact positively on performance across the school.

### **Communication and Partnership:**

The Headteacher will:

1.	Work with the community to translate the Trust's and the school's vision into agreed objectives and operational plans which will promote and sustain improvement.
2.	Ensure the school's vision is clearly articulated, shared, understood, and acted upon by all employed or regularly involved in the life of the organisation.
3.	Demonstrate and encourage the vision and the values in everyday working practices.
4.	Motivate and work with others to create a shared culture and positive climate.
5.	Promote the school engaging and working collaboratively with collaborative partners and appropriate community groups.
6.	Promote and model good relationships with parents/carers which are based on partnership to support and improve children's achievement and promote parenting skills generally.
7.	Ensure timely and clear communication systems are in place at all levels to promote the school with parents/carers and the wider community.

### **Resource Management:**

The Headteacher will:

1.	Work closely with the Finance Manager for the School, Head of Finance, CFOO and the Director of Education to draw up and submit to the Local Governance Committee and Trust Finance Committee an annual Budget Plan.
3.	To monitor expenditure against the annual Budget Plan in collaboration with the Finance Manager, Trust Head of Finance and Director of Education.
4.	Delegate budgets, with support, within the parameters of the agreed Scheme of Delegation to key coordinators and members of the Leadership Team.
6.	Draw up, with support from the trust central team, and submit to the Local Governance Committee the annual classroom, IT, and curriculum maintenance Budget Plan.
7.	Review monthly budget management accounts, passing information onto the Local Governance Committee, and Trust Chief Finance and Operating Officer.

<b>Accountability:</b>	
The Headteacher will be accountable to the following:	
1.	The Local Governance Committee
2.	The Director of Education
3	The CEO
4.	The Board of Trustees

<b>Other:</b>
<p>The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.</p> <p>The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.</p> <p>The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.</p> <p>The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.</p> <p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.</p> <p>The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.</p> <p>It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require Business Travel on your personal car insurance.</p>

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....

## HEADTEACHER PERSON SPECIFICATION

The post holder will be able to demonstrate:

<b>Qualifications &amp; Training</b>	Essential	Desirable
Qualified teacher status	x	
A degree or equivalent	x	
NPQH Award		x
Evidence of continuing and recent relevant professional development.	x	

<b>Experience</b>		
Experience of working in or actively supporting the Christian values of a church school		x
Experience of working in a Multi Academy Trust		x
Experience of successful leadership as a Head of School or Headteacher		x
Experience of successful leadership as a Deputy or Assistant Headteacher	x	
Experience of leading and managing a team	x	
Evidence of successful classroom practice and curriculum development across the primary age range	x	
Experience of leadership in an EYFS setting		x

<b>Competence summary</b>	Essential	Desirable
A proven ability to motivate, lead and interact effectively with staff, children, and parents/carers.	x	
A passion for learning, improving, and growing the school.	x	
Ability to plan strategically with a sense of priorities.	x	
Able to use appropriate leadership styles in different situations.	x	
A thorough knowledge and understanding of the primary curriculum and the ability to recognise the value that the delivery of a broad balance curriculum has on learning outcomes and preparing children for life experience.	x	
Experience of managing, leading, assessing, supporting, and motivating staff to improve the quality of teaching and learning.	x	
Experience of managing change, for example, legislative requirements, curriculum development, current themes in education.	x	
The ability to foster good relationships with staff, parents, and children.	x	
The ability to identify and access support / educational opportunities from in and around the community.		x
Able to work constructively with governors.	x	
Able to demonstrate high level organisational skills.	x	
Experience of financial management at a whole school level.		x
Ability to use attainment and pupil progress data and implement a range of strategies to raise achievement.	x	
Ability to consult, work collaboratively and communicate effectively both orally and in writing with pupils, staff, parents, Governors, Pickwick Academy's executive team and Trustees, and the wider community.	x	
Ability to manage a wide range of stakeholders and competing pressures.	x	
Ability to work collaboratively across the Trust.	x	
Good communicator including excellent oral and written skills.	x	
Ability to deploy effectively staff and resources.	x	

	Essential	Desirable
Commitment to equality of opportunity for all and of successful strategies for promoting inclusion.	x	
The ability to embrace change and take a team philosophy to implementing change.	x	
The ability to manage confrontation.	x	
The ability to inspire a love of learning in children, parents, and staff.	x	
Can recognise individuals' strengths and help them to develop those strengths.	x	
The ability to act as a strong ambassador for the school.	x	
The ability to safeguard and promote to the welfare of children.	x	

<b>Work-related personal requirements</b>	Essential	Desirable
The ability to be a dynamic, inspirational, exciting, energetic, inspirational and a resilient leader, with a warm, approachable personality.	x	
Integrity, Enthusiasm, Self-confidence, Emotional resilience.	x	
A willingness to embrace the existing ethos and philosophy of the school and the learning opportunities it provides to children with a view to building on the successes already achieved.	x	
Consultative and informative approach to leadership and management.	x	
Maintain and further develop the inclusive culture existing at the school.	x	
The ability to make well informed decisions in tough situations and cope with difficult or stressful issues.	x	
Good interpersonal, listening, negotiating and diplomacy skills.	x	
An ability to work under pressure and meet deadlines.	x	
An ability to interact effectively with children on a day to basis and get involved in their learning and the delivery of the curriculum.	x	
Commitment to safeguarding and promoting the welfare of children and young people.	x	

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.



## 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 via MyNewTerm.

- Please note that only fully completed application forms will be considered, CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving education.
- Your personal statement will be used at interview to ensure that we recruit a strong candidate who is well suited to the values of our organisation. We recognise that AI tools can support applicants when drafting their personal statements, however, we strongly encourage candidates to ensure their submissions reflect themselves, are authentic and tailored to the role as overreliance on such tools may result in a statement that does not reflect your individual skills, knowledge, or experiences.
- 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.
- We recommend early submission of your application, we reserve the right to close a job posting early.
- Applications should be submitted directly via MyNewTerm, you can access our careers page, or join our Talent Pool for the trust by using the link below;

[Pickwick Academy Trust, | Teaching & Education Jobs | MyNewTerm](#)

### Interviews

Selected candidates will be invited to be formally interviewed by the CEO, Chair of Governors and other members of the Local Governance Committee. 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 presentation, an in tray activity, a formal interview where the panel will ask situation based questions and score responses according to the objective criteria and leading a collective worship. Insights from the interview may be further supported by other task simulation activities which are relevant to the Headship role for which you are being interviewed. Further details on the interview process will be provided at the point of invitation to successful candidates.

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

Pickwick Academy Trust 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 relevant 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—Aloeric Primary School**

# Pickwick Academy Trust



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

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