



## Job Outline

# Headteacher

**Responsible to:** The Local Governing Committee (LGC), Chief Executive Officer (CEO) and the Board of Trustees  
**Salary Grade:** Leadership L29 – 35  
**Full time/Part time:** Full time

### Job Purpose

To work with the Trust LGC, senior leadership team and school staff, to provide overall strategic leadership for the school, being responsible for the internal organisation, management and control of the school.

Professional duties must be carried out in accordance with and subject to:

- a) the provisions of all applicable legislation
- b) the instrument of government of the school;
- c) any rules, regulations or policies made by the Trust and LGC

### Safeguarding Responsibilities

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The role of Headteacher has overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school. You will be required to fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Assigning a designated professional lead for safeguarding
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children.

### Key Responsibilities:

#### **Whole school organisation, strategy and development**

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.
- Develop, implement and evaluate the school's policies, practices and procedures.
- Ensure accurate school self-evaluation to inform school improvement planning

**GREATER THAN THE SUM OF ITS PARTS**



### **Teaching**

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils

### **Health, safety and discipline**

- Promote the safety and well-being of pupils and staff.
- Ensure good order and discipline amongst pupils and staff

### **Management of staff and resources**

- Lead, manage and develop the staff, including appraising and managing performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant Committee on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
- Organise and deploy resources within the school.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing teachers and other staff members.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

### **Professional development**

- Promote the participation of staff in relevant continuing professional development.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Consult and communicate with the pupils, staff, parents and carers, the Local Governing Committee, CEO, Board of Trustees and other stakeholders.

### **Work with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including other Sigma Trust colleagues and relevant external agencies and bodies.

### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from the CEO to undertake work**

**GREATER THAN THE SUM OF ITS PARTS**



of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

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