**Job Outline**

**Head of School**

**Paxman Academy**

**Responsible to:** The Executive Headteacher,the Chief Executive Officer (CEO), the Local Governing Committee (LGC) for areas of delegated responsibility, and the Board of Trustees

**Salary Grade:** Leadership L22 – 26

**Full time/Part time:** Full time

**Job Purpose**

To work with the Executive Headteacher, senior leadership team and school staff, to support the overall strategic leadership for the school, being responsible for delegated areas of the internal organisation, management and control of the school, as identified by the Executive Headteacher.

To work in accordance with the scheme of delegation established by the Executive Headteacher, and fulfil key delegated responsibilities to support the Executive Headteacher in discharging their duties.

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

1. the provisions of all applicable legislation
2. the instrument of government of the school;
3. 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 Head of School will be to support the Executive Headteacher’s responsibility and accountability for safeguarding and promoting the welfare of pupils within the school. You will be required to fulfil personal responsibilities, and work with the Executive Headteacher to 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.

**Key Responsibilities**

* Be responsible for the day-to-day running of the school ensuring all agreed policies and procedures are followed.
* Work with the Executive Headteacher to set appropriate priorities for expenditure, allocation of funds and effective administration and control.
* Monitor expenditure to ensure that the school operates within agreed budgetary parameters.
* Present a coherent and accurate account of the school’s performance in a form appropriate to the range of audiences, including governors, the LA, the local community, OFSTED and others to enable them to play their part effectively.
* To establish a system of recording, assessment and interventions so that the most appropriate decisions are taken with regard to the next step in a student’s education.
* Maintain a school environment and pastoral programme in which the needs and values of individual students are recognised and to implement a fully enriched PSHEE programme incorporating British Values and which also contributes positively towards students spiritual, social, cultural and moral development.
* Work with the Executive Headteacher and the LGC, for the appointment of teaching and non- teaching staff and all related personnel issues.
* Work in collaboration with other schools and colleagues within the Sigma Trust.
* Lead, motivate, encourage, support, monitor and evaluate to ensure continuing school improvement.
* Responsibility for the annual performance management cycle for all teachers and support staff, reporting directly to the LGC on the professional development of all staff in the school.
* Ensure the safety and wellbeing of all members of the school community and to ensure the commitment of the LGC to safeguarding and promoting the welfare of students and young people is at the heart of the school and that all staff and volunteers share this commitment.
* Ensure that health and safety requirements, the wellbeing of staff and students and safeguarding, emergency and contingency planning are carried out to the highest standards.
* Undertake Health and Safety policy making and management throughout the school.
* Ensure the maintenance of high standard of care in the school environment, including the grounds, buildings, furniture, equipment and learning materials.
* Assist the Executive Headteacher to formulate a strategic plan for the school and to secure its implementation with the collective support of the school staff, parents and students; to ensure all necessary resources are in place to support the plan.

**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 allstaff 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 Executive Headteacher or CEO to undertake work 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 Executive Headteacher and/or CEO, and will be reviewed annually.**