



**Paxman**  
ACADEMY

'Succeeding Together Engaging Minds'



**SIGMA TRUST**

'Greater Than The Sum Of Its Parts'

# Head of School

## Candidate Pack

Part of the Sigma Trust family, Paxman Academy is a co-educational, fully comprehensive 11-16 academy. The Academy has excellent facilities and works with a range of organisations to enhance the quality of provision.

As part of the largest Trust in North East Essex Paxman Academy shares the resources across Sigma schools in Colchester to enhance provision in a number of subject areas to generate bespoke learning and enrichment opportunities for every child.

Paxman Academy prides itself on the quality of its staff. The combination of experience, expertise, enthusiasm and commitment ensures that students, parents and carers receive the best possible service.

We are looking for a dynamic, passionate and enthusiastic Head of School who is committed to achieving the highest possible standards and leads in line with the Trust's and school's vision, mission and values.

Working closely with the Executive Headteacher, senior leadership and wider school staff, you will support the overall strategic leadership for the school with responsibility for delegated areas of the internal organisation, management and control of the school.

## ABOUT THE TRUST

The Sigma Trust is a local partnership of academies in North East Essex. Sigma was formally established in September 2016 and has grown to become the largest multi-academy trust working solely within Essex. The Trust consists of eight secondary schools, one primary, two junior schools and an infant and nursery school, an enhanced provision and an Initial Teacher Training Scheme.

The size of the Trust allows extensive joint working to take place and provides huge opportunities for staff and students alike. We have been able to build a wide range of secondment opportunities linked to staff development and can ensure students have equal curriculum entitlement regardless of the size of school that they attend.

[To apply, click here](#)

Closing Date: Monday, 3rd October

Shortlisting: W/c 3rd October

Selection: W/c 17th October

[www.sigmatrust.org.uk](http://www.sigmatrust.org.uk)

[www.paxmanacademy.org.uk](http://www.paxmanacademy.org.uk)



Dear Candidate,

A very warm welcome to The Sigma Multi-Academy Trust. Born out of a local collaborative partnership of standalone academies in North East Essex, we became a Multi-Academy Trust in September 2016 and have experienced rapid growth and success, establishing a very positive reputation both locally and at national level. We have a current family of 8 secondary schools and 4 primary phase schools serving over 11,000 students and employing approximately 1,600 staff. Throughout this period of rapid expansion, we have continued to put our mission, vision and values at the heart of everything we do. Our values are of crucial importance to us and inform all that we do.

We are now looking to appoint an inspirational leader to take on a newly formed Head of School role at Paxman Academy. This is a unique opportunity for a new Head of School to work alongside the Executive Headteacher and other colleagues to ensure that our young people have the very best experience of school possible, and gain the qualifications and personal skills that they will need to have the life chances and choices they deserve. Our schools are all within touching distance of each other, and this local approach is one of our fundamental principles enabling us to maximise the provision of school-to-school support. Although our schools serve a variety of catchment areas, our mission leads us to specialise particularly in partnering schools in challenging areas and with a high level of local need where we work to ensure that no child and no school is left behind.

We firmly believe that Sigma is 'greater than the sum of its parts' and that our schools – and, therefore, our children and staff – cannot be successful unless we work in partnership together. Consequently, we are committed to the concept of a MAT as a family of schools working collaboratively with, and supporting, each other. This can be seen in practice in some of our innovative initiatives such as seconding staff between schools, establishing executive leader posts working across more than one school, the development of a School Improvement Team and the group of Strategic Subject Leads who provide subject expertise across all schools in the Trust. This work is supported by a strong centralised operations team of approximately 40 staff, based at our head office in Clacton-on-Sea, providing Finance, HR and Payroll support to all our schools along with strategic leadership of IT, Estates, Governance and Data Management.

We are committed to appointing the right person to this role and to ensuring all prospective and actual applicants have the best possible experience of our recruitment and selection process.

In the meantime, thank you for taking the time and trouble to explore this post in more detail, and I wish you well in your consideration of this opportunity and with your application. Visits to Paxman Academy are encouraged and can be arranged by contacting the PA to the Executive Headteacher - [sarah.chaplin@sth.school](mailto:sarah.chaplin@sth.school).

Yours sincerely



Lyn Wright  
Chief Executive Officer



Fiona Pierson  
Executive Headteacher



## About Us

Established in September 2019 Paxman Academy is situated in the North East Essex city of Colchester. The school has a six form entry and will host 900 students when it reaches its capacity in September 2023. Paxman Academy is oversubscribed and is a school of choice in the local area. The Academy benefits from excellent facilities including a presentation auditorium, full size all weather pitch, sports hall, drama studio, dance suite, excellent ICT facilities and a raft of specialist classrooms to support our diverse curriculum.

The Academy is at an exciting crossroads as we start to deliver our key stage four programme building on the secure learning from key stage three. The successful candidate will have the unique opportunity to paint a blank canvas in partnership with the Executive Headteacher to secure excellent outcomes for the first Year 11 cohort. The Academy has a strong pedagogical foundation and the quality of teaching and learning across the school ignites the imagination of all learners.





**Paxman**  
ACADEMY



**SIGMA TRUST**

Our vision is to **Build Bright Futures** for the young people we are privileged to serve. Our values below provide a purposeful steer for our curriculum and pave the foundations for future success.

## Our Vision & Values



## Trust Mission, Vision and Values

### Mission

To be "Greater Than The Sum Of Its Parts" represents the mission statement for The Sigma Trust. We believe we are stronger and more successful working together than we would be as separate institutions.

The mission for each academy within The Sigma Trust is to ensure that no child is left behind. Education should foster in its learners a curiosity to discover who they are and what they are capable of, together with developing the resilience for them to test the boundaries of their abilities, and build the skills necessary to face the future with confidence.

### Vision

Our vision is to ensure that all of our academies are at least "Good" with strong and improving outcomes and are able to demonstrate outstanding provision. We will achieve this by:

- Establishing a local family of academies that fully embrace the mission, vision and values of the Trust.
- Ensuring that best practice becomes shared practice so that no school is left behind.
- Recognising the uniqueness and achievements of each academy.
- Enabling every school to be a giver and receiver of support.
- Developing a relationship where autonomy and accountability go hand in hand.
- Creating a centre of educational excellence and innovation within the area.
- Working in collaboration with others to enhance the educational experience of children in the community. Training, recruiting and retaining teachers, leaders and support staff through high quality professional development.
- Requiring that services are delivered efficiently and represent outstanding value for money.

## Trust Mission, Vision and Values

### Values

#### **Integrity**

Be honest, transparent,  
trustworthy and true to your  
beliefs

#### **Passion**

Be positive and enthusiastic  
about what you are trying to  
achieve

#### **Aspiration**

Aim for your best and set  
high, realistic goals

#### **Resilience**

Aim for your best and set  
high, realistic goals

#### **Accountability**

Never give up and strive to  
improve

#### **Respect**

For yourself, your  
environment and other  
people

### What We Can Offer You



Excellent CPD Opportunities



Strong Wellbeing Initiatives



Employee Assistance Programme



Excellent Pension Scheme



Discounts and Perks



And much, much more...

## Governance

### Members

The Sigma Trust has 5 Members that include the Chair of the Board of Trustees. The Members have a role akin to shareholders. Founding Members are signatories to the Articles of Association. They have the power to amend the Trust's Articles, receive the annual accounts and appoint Trustees as set out in the Articles. The Members meet on a termly basis which includes the Annual General Meeting.

### Trustees

The Trust is overseen by a Board of Trustees, currently consisting of 10 members including the Chair and Chief Executive Officer. Trustees are responsible for governing and exercising all the powers of the Trust. This includes:

- Ensuring clarity of vision, values and strategic direction.
- Holding the CEO to account for the educational performance of the Trust's academies
- Overseeing the financial performance of the Trust and ensuring legal compliance.

In addition to the LGCs, the Board of Trustees has three formal sub-committees; Finance, Audit & Risk and Standards.

### Local Governance Committees

The Sigma Trust firmly believes in local governance structures. LGCs have delegated functions as set out in the Trust's Scheme of Delegation. The Trustees remain accountable and responsible for these functions.

A number of schools operate with joint LGCs in order to share practice and maximise expertise. One or more Trustees sit on each LGC. The Chairs of LGC meet with the Chair of the Trust and the CEO on a termly basis.

## About the Role

### 'Head of School'

<b>Responsible to:</b>	The Executive Headteacher, the Chief Executive Officer (CEO), the Local Governing Committee (LGC) for areas of delegated responsibility, and the Board of Trustees.
<b>Salary Grade:</b>	Leadership Range 22 - 26
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	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:

- 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 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.



## About the Role

### 'Head of School'

#### 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.

## About the Role

### 'Head of School'

#### Key Responsibilities (continued)

- 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 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 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.

## Person Specification

### 'Head of School'

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Leadership responsibility of/within a team</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Successful teaching experience and experience of leading within a subject area / Key stage</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Recent experience in a secondary school or academy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience as Deputy Headteacher</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of teaching and leadership in more than one school</li> </ul>		✓
Leadership & Management	Essential	Desirable
<ul style="list-style-type: none"> <li>Hold QTS</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Masters level qualification</li> </ul>		✓
<ul style="list-style-type: none"> <li>NPQH award or Leadership Pathways certification</li> </ul>		✓
<ul style="list-style-type: none"> <li>Ability to articulate and share a vision of education within the context of the mission of the school</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to inspire and motivate staff, students, parents and governors</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of having successfully translated vision into reality at whole-school level</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working in and leading staff teams</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of performance management and supporting the continuing professional development of colleagues</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Understanding of leadership role in developing and implementing of the PSHEE curriculum, incorporating an ethos of British Values throughout the school community</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Understanding of and commitment to promoting and safeguarding the welfare of students and colleagues</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of the role of the local governing board</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working with governors to enable them to fulfil whole- school responsibilities</li> </ul>		✓
<ul style="list-style-type: none"> <li>Understanding of effective budget planning and resource deployment</li> </ul>		✓

## Person Specification

### 'Head of School'

<ul style="list-style-type: none"> <li>Understanding of how financial and resource management enable a school to achieve its educational priorities</li> </ul>		✓
<ul style="list-style-type: none"> <li>Successful involvement in staff recruitment, appointment/induction</li> </ul>	✓	
Knowledge & Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>Principles and practice of effective strategies for learning and assessment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to demonstrate accuracy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Organisation skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Working knowledge and skills of IT</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good communication skills with people at all levels</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to gain respect of students through manner of confidence and authority</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Able to organise own workload in the context of varied tasks</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Financial understanding and/or management of budgets</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to analyse data</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A secure understanding of the requirements of the National Curriculum and wider curricular opportunities</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of effective monitoring and evaluation of teaching and learning</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Secure knowledge of statutory requirements relating to the curriculum and assessment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> </ul>	✓	
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> <li>Able to lead and inspire</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Able to work calmly under pressure</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to critically evaluate own performance and make any necessary changes to be more effective</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commitment to the ethos of the school</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Enthusiastic, honest, reliable</li> </ul>	✓	

## Person Specification

### 'Head of School'

Personal Qualities	Essential	Desirable
• Ability to share a dynamic vision for the implementation of programmes and projects	✓	
• A sense of purpose and ability to take personal initiative	✓	
• A sensitive, flexible, open-minded and responsive attitude to working with others	✓	
• Ability to work effectively as part of a team and to share a Trust-wide vision	✓	
• High quality teaching skills	✓	
• High expectations of students' learning and attainment	✓	
• Strong commitment to school improvement, high expectations to raise students' aspirations	✓	
• Ability to build and maintain good relationships	✓	
• Ability to remain positive and enthusiastic when working under pressure	✓	
• Empathy with children, parents and carers	✓	
• Good communication skills	✓	
• Good interpersonal skills	✓	
• Stamina and resilience	✓	



## Further Information

[To apply, click here](#)

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Selection: W/c 17th October

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The Sigma Trust is proud to be an equal opportunity workplace. We are committed to equal employment opportunities regardless of any protected characteristics. This is embedded in our vision 'To Be Greater Than The Sum Of Its Parts', where we believe we are strong and more successful working together, creating a workplace which celebrates diversity.

The Sigma Trust  
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[recruitment@sigmatrust.org.uk](mailto:recruitment@sigmatrust.org.uk)

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