



# SIGMA TRUST

**'Greater Than The Sum Of Its Parts'**

## **Sigma Deputy Headteacher** **Secondary**

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, 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.

We are looking for a dynamic, passionate and enthusiastic Deputy Headteacher to provide additional leadership capacity to the Trust. The successful candidate will be deployed at one of the Trust's eight secondary schools in North East Essex as required so flexibility is essential.

You will be someone who is committed to achieving the highest possible standards and acts in line with the Trust's and schools' vision, mission and values.

### **OUR SECONDARY SCHOOLS**



**Clacton County  
High School**



**The Colne Community  
School & College**



**Harwich & Dovercourt  
High School**



**Paxman Academy**



**The Stanway School**



**Thoman Lord Audley  
High School**



**St Helena School**



**Philip Morant School  
& College**

**To apply, click here**

**Closing Date: Midday on Tuesday, 11th October 2022**

**Selection: Week commencing 17th October 2022**

[www.sigmatrust.org.uk](http://www.sigmatrust.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 seeking to appoint a Deputy Headteacher to provide additional leadership capacity to the Trust. The successful candidate will be deployed at one of the Trust's eight secondary schools in North East Essex as required. The position will suit you if you have recent comprehensive school experience of leadership at senior leader level or a post of equivalent responsibility within the education sector.

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.

Yours sincerely

Lyn Wright  
Chief Executive Officer



## 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.



# SIGMA TRUST

## 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...



# SIGMA TRUST

## 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.



# SIGMA TRUST

## About the Role

### 'Sigma Secondary Deputy Headteacher'

<b>Responsible to:</b>	The Headteacher or Executive Headteacher/Head of School as appropriate
<b>Salary Grade:</b>	Leadership Range 20 - 24
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full Time

### Job Purpose

The Deputy Headteacher shall work collaboratively with the Headteacher or Executive Headteacher and other Deputy Headteacher(s) to realise our mission to be Greater Than The Sum Of Its Parts.

### 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.

### Principal Accountabilities:

Specific responsibilities of the post will be agreed on appointment reflecting the experience, skills and interests of the successful candidate and the needs of the School and Trust.

You will play a major leadership role under the overall direction of the Headteacher or Executive Headteacher/Head of School in:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they shall be achieved;
- c) managing staff and resources to that end;
- d) monitoring progress towards their achievement; and
- e) publicly supporting all decisions of the Headteacher or Executive Headteacher/Head of School and Governing Body

The Deputy Headteacher may be required to undertake the professional duties of the Headteacher in the event of their absence from the school.



# SIGMA TRUST

## About the Role

### 'Sigma Secondary Deputy Headteacher'

#### Leadership and Management

- Monitor and ensure high standards of student progress throughout the school;
- Share responsibility for the creation, implementation, monitoring and evaluation of the School Improvement Plan;
- Share responsibility for the accurate creation and upkeep of the school self-evaluation, demonstrating the ability to professionally challenge colleagues to drive school improvement;
- Articulate and model the school's vision and strategic direction, embedding ambition and driving improvement, across all areas of responsibility;
- Direct and supervise Support and teaching staff assigned to them;
- Contribute to the recruitment, selection and appointment and professional development of other teachers and support staff;
- Establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff.

#### Safeguarding Responsibilities

Fulfil personal responsibilities, and support the Headteacher or Head of School in securing 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:

- Demonstrate a commitment to keeping children and young people safe;
- Maintain an awareness of the Trust policies in relation to safeguarding;
- 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;
- Operating safe recruitment practices;
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice;

## About the Role

### 'Sigma Secondary Deputy Headteacher'

#### **Safeguarding Responsibilities (continued)**

- Take responsibility as the designated professional lead for safeguarding;
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

#### **Teaching**

- Role model excellence' as a leading classroom practitioner, inspiring and motivating other staff;
- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students;
- Participate in arrangements for preparing students for external examinations;
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision;
- Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so.

#### **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.

#### **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.





## Person Specification

### 'Sigma Secondary Deputy Headteacher'

Qualifications & Experience	Essential	Desirable	MOA*
<ul style="list-style-type: none"> <li>Qualified Teacher Status in the UK</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Evidence of recent and appropriate level of Continuing Professional Development e.g. NPQH, NPQSL, MA</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Successful teaching experience within the secondary sector</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Demonstrable evidence of Senior Leadership experience</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Experience of working in a wider context than an individual school</li> </ul>		✓	
Leadership & Management	Essential	Desirable	MOA*
<ul style="list-style-type: none"> <li>An enthusiastic leader, with the ability to inspire, challenge, motivate and empower teams and individuals to achieve high goals</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to provide clear direction and shared purpose for staff and students</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to inspire trust and confidence across the school and the community.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Understanding of the requirements and expectations of the <u>Ofsted</u> framework</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to develop and sustain good relationships with staff, parents and governors</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to lead CPD <u>programmes</u></li> </ul>	✓		
Teaching & Learning	Essential	Desirable	MOA*
<ul style="list-style-type: none"> <li>A Leader of learning who demonstrates, promotes and encourages outstanding classroom practice.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Proven experience in leading Teaching and Learning for improvement</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Comprehensive knowledge of the curriculum</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Clear understanding and knowledge of what constitutes outstanding classroom practice and learning</li> </ul>	✓		



## Person Specification

### 'Sigma Secondary Deputy Headteacher'

Monitoring & Evaluation	Essential	Desirable	MOA*
<ul style="list-style-type: none"><li>Understanding of methods of monitoring and evaluating school performance data, including interpretation and analysis</li></ul>	✓		
<ul style="list-style-type: none"><li>Ability to convey the meaning of data accurately to a variety of audiences</li></ul>	✓		
<ul style="list-style-type: none"><li>Successful experience of strategies to raise student achievement</li></ul>	✓		
Personal	Essential	Desirable	MOA*
<ul style="list-style-type: none"><li>Clear understanding and appreciation of the role of a Deputy Headteacher</li></ul>	✓		
<ul style="list-style-type: none"><li>High expectations of self and others</li></ul>	✓		
<ul style="list-style-type: none"><li>The ability to work to tight deadlines and under pressure</li></ul>	✓		
<ul style="list-style-type: none"><li>An ability to use the full range of leadership skills and qualities, appropriate to the situation</li></ul>	✓		
<ul style="list-style-type: none"><li>An enthusiastic and motivational leader with strong morale building skills</li></ul>	✓		
<ul style="list-style-type: none"><li>Resilience and determination coupled with the ability to support and show empathy</li></ul>	✓		
<ul style="list-style-type: none"><li>The highest levels of integrity and reliability</li></ul>	✓		
<ul style="list-style-type: none"><li>Self-motivated and able to take the initiative</li></ul>	✓		
<ul style="list-style-type: none"><li>Approachability</li></ul>	✓		



# SIGMA TRUST

## Further Information

[To apply, click here](#)

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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.

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