

# Kirklees

## COUNCIL

# J O B D E S C R I P T I O N

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**SERVICE AREA:** Children & Families

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**JOB TITLE:** Headteacher Wellbeing Officer

**GRADE:** Soulbury 18

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### **PURPOSE OF JOB**

To provide a confidential 'listening ear' and opportunity to discuss issues that are causing concern for Headteachers and Acting Headteachers who have bought into Headteacher Support.

To alleviate work related stress and thereby reduce absence.

To respond to the physical and emotional wellbeing needs of Headteachers.

To work closely with LA colleagues to provide coherent support.

### **KEY AREAS**

1. Headteacher Support
2. Administration
3. Miscellaneous

### **DUTIES AND RESPONSIBILITIES**

#### **1. Headteacher Support**

- 1.1 To arrange and undertake, on request, a systematic programme of structured contacts and/or visits with Headteacher and Acting Headteachers of Kirklees schools.
- 1.2 To provide confidential support and advice for Headteachers and Acting Headteachers, subject to the exceptions outlined in the Terms of Reference and Service Level Agreement for this post.
- 1.3 To provide a service whereby Headteachers and Acting Headteachers experiencing detrimental pressures of stress would be directed to appropriate agencies.

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- 1.4 To support Headteachers and Acting Headteachers in the identification of problems which are detrimentally affecting their work and health in order for support to be provided.
- 1.5 To work closely with other LA departments and outside agencies in order to provide effective, coordinated and targeted support.
- 1.6 To broker counselling for Headteachers and Acting Headteachers if necessary.
- 1.7 To discuss with professional colleagues and agencies a range of training opportunities based on identified needs of Kirklees Headteachers and Acting Headteachers.
- 1.8 To support the induction and mentoring programmes for recently appointed Headteachers and Acting Headteachers.
- 1.9 To provide extended support and coaching/mentoring programmes for Headteachers.
- 1.10 To work with representatives of all sectors to ensure the service is available to all Headteachers and Acting Headteachers across the LA.

## **2. Administration**

- 2.1 To develop, maintain and monitor a directory of resources, contacts and agencies, in order to respond to the needs of individual Headteachers and Acting Headteachers.
- 2.2 To make this resource directory of database available to colleagues in schools, as requested, in either an electronic format or hard copy.
- 2.3 To report to the Steering Group and other appropriate bodies in a manner that maintains the confidentiality of individuals, subject to the exceptions outlined in the Terms of Reference and Service Level Agreement for this post.
- 2.4 To have a key role in developing financial proposals/bids to support the Headteacher Support service.
- 2.5 To develop marketing and publicity materials on behalf of Headteacher Support, including the relevant section of Ednet.
- 2.6 To be responsible for the Headteacher Support Newsletter, *Headstrong*, and maintaining administrative systems to support the service.

## **3. Miscellaneous**

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- 3.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
- 3.2 The postholder's duties must at all times be carried out in compliance with the Council's Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.
- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - b) Cooperate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
  - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](https://jobs.kirklees.gov.uk/GenText.aspx?page=page1) to read our safeguarding policy. Alternatively go to:  
<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

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**RESPONSIBLE TO:** Headteacher Support Steering Group

**LINE MANAGED BY:** Chair of the Steering Group and LA representative as Joint Line Managers

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**RESPONSIBLE FOR:** N/A

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