

## SLT Roles and Responsibilities September 2018

<b>Bev Matthews Director of School Improvement</b>	<b>Richard Walkden Acting Headteacher</b>	<b>Caroline Fancett Assistant Headteacher (Teaching &amp; Learning)</b>	<b>Charlotte Power Assistant Headteacher (Teaching &amp; Learning)</b>	<b>Rachel Sutcliffe Assistant Headteacher (Inclusion)</b>	<b>Siobhan Melody Assistant Headteacher (Inclusion)</b>
<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Strategic Leadership</li> <li>• Strategic Planning and Self Evaluation</li> <li>• Ofsted and External Accountability</li> <li>• Government Policy</li> <li>• Leadership Coaching &amp; Development</li> <li>• Policies</li> <li>• Succession Planning</li> <li>• Performance Development</li> <li>• HR &amp; Recruitment</li> <li>• Line Management Procedures &amp; Protocols</li> <li>• School to School Support</li> <li>• Strategic Lead Curriculum</li> <li>• MAT</li> <li>• School Calendar</li> <li>• Governor Handbook</li> <li>• SEF – L&amp;M/OE</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Operational Leadership</li> <li>• Ofsted and External Accountability</li> <li>• Governance</li> <li>• Family of Schools</li> <li>• Transition KS2-3</li> <li>• Performance Development</li> <li>• HR &amp; Recruitment</li> <li>• SIP</li> <li>• Safeguarding &amp; PREVENT Policies, Systems &amp; Reporting</li> <li>• Looked After Children</li> <li>• Admissions &amp; Managed Moves</li> <li>• Permanent Exclusions</li> <li>• EVC</li> <li>• Community Partnerships</li> <li>• Parental Engagement/Forum</li> <li>• Governor Handbook</li> <li>• SEF – L&amp;M/B&amp;S</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Quality of Teaching and Learning</li> <li>• T&amp;L QA Cycle</li> <li>• T&amp;L Tracking</li> <li>• CPD</li> <li>• Best Practice &amp; Routines Briefings</li> <li>• Staff Development Pathway</li> <li>• School to School Support</li> <li>• Coaching and Mentoring</li> <li>• Coaching Team</li> <li>• MFL Curriculum Leader (Temp)</li> <li>• CtG Work Scrutiny</li> <li>• T&amp;L Handbook</li> <li>• SEF – T&amp;L</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Improving Quality First Teaching</li> <li>• CPD</li> <li>• Best Practice Briefings</li> <li>• Magpies Collaborative Learning</li> <li>• ITT/SCITT/NQTs</li> <li>• Most Able</li> <li>• CtG Work Scrutiny</li> <li>• BTEC Quality Nominee</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Behaviour Policy, Systems and Reporting</li> <li>• Pastoral QA Systems</li> <li>• Pastoral Intervention</li> <li>• Alternative Provision, PLC &amp; Aspects</li> <li>• Multi-Agency Engagement</li> <li>• Attendance Policy, Systems &amp; Reporting</li> <li>• Student Wellbeing</li> <li>• PSHCE, SMSC and Curriculum Enrichment</li> <li>• Duties</li> <li>• CtG Behaviour &amp; Attendance Analysis &amp; Intervention</li> <li>• Pastoral Handbook</li> <li>• PLC &amp; Aspects Handbooks</li> <li>• SEF – B&amp;S</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Y11 Progress Leader</li> <li>• PSHCE/SMSC Coordinator</li> <li>• QA of PSHCE Provision</li> <li>• Tutor Time Provision/Revision Techniques</li> <li>• Drop Down Days</li> <li>• Assemblies</li> </ul>
<b>Line Management:</b> SLT Science	<b>Line Management:</b> SLT Business Manager Safeguarding Manager Careers Community Manager Library	<b>Line Management:</b> AAHT T&L Geography History MFL	<b>Line Management:</b> Early Career Development Coordinator Music Drama Art	<b>Line Management:</b> AAHT Inclusion Progress Leaders EWR Manager EWO PLC/Aspects Manager	<b>Line Management:</b> Y11 Pastoral Leader RE
<b>Teaching Load:</b>	<b>Teaching Load: 4</b>	<b>Teaching Load: 9</b>	<b>Teaching Load: 27</b>	<b>Teaching Load: 8</b>	<b>Teaching Load: 25</b>
<b>Governor Committee:</b> Full Governors Resources	<b>Governor Committee:</b> Full Governors	<b>Governor Committee:</b> Standards	<b>Governor Committee:</b> Standards	<b>Governor Committee:</b> Standards	<b>Governor Committee:</b> Standards
<b>Year Group Link:</b> Y11	<b>Year Group Link:</b> Y8	<b>Year Group Link:</b> Y10	<b>Year Group Link:</b> Y10	<b>Year Group Link:</b> Y11	<b>Year Group Link:</b> Y11

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<b>Kevin Drury Assistant Headteacher (Student Outcomes)</b>	<b>Claire Johnson Assistant Headteacher (Student Outcomes)</b>	<b>Emily Martin Assistant Headteacher</b>	<b>Steph McCoy Assistant Headteacher (Closing the Gap)</b>	<b>Fiona Turner Business Manager</b>
<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Exams</li> <li>• Target Setting</li> <li>• Data Tracking &amp; Reporting Systems</li> <li>• Data Collections</li> <li>• Post Data Collection Analysis &amp; Reporting</li> <li>• KS4 Intervention</li> <li>• KS4 RAG meetings</li> <li>• Student Progress Reports</li> <li>• Data Handbook</li> <li>• Curriculum &amp; Options</li> <li>• Schemes of Work &amp; Life After Levels</li> <li>• Curriculum Leader Group</li> <li>• dSEF &amp; DDP</li> <li>• Department QA Process &amp; Cycle</li> <li>• Department Handbooks</li> <li>• Exams</li> <li>• SEF – Outcomes</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• PiXL</li> <li>• Prediction (Forecast) Protocol</li> <li>• Departmental Data Tracking</li> <li>• Department Progress Meetings</li> <li>• Knowledge Packs &amp; Recall</li> <li>• Most Able Student Progress</li> <li>• Middle Ability Boys Progress</li> <li>• Subject Leader Handbook</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Maternity Leave</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Strategic Lead Reading, Oracy, Literacy &amp; Numeracy</li> <li>• Pupil Premium Spending</li> <li>• CtG Strategy &amp; Action Plan</li> <li>• CtG KS3 Intervention &amp; Alternative Learning Pathways</li> <li>• CtG Data Analysis and Reporting</li> <li>• CtG Diminishing Differences Report</li> <li>• CtG Student Watch Lists &amp; Intervention</li> <li>• SEND Provision</li> <li>• SEND Handbook</li> </ul>	<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Local Governors' Resources Committee</li> <li>• Human Resources Management</li> <li>• Safer Recruitment and Selection (including SCR)</li> <li>• Support Staff including CPD and Appraisals</li> <li>• Premises, Facilities and Project Management</li> <li>• PFI Contract Management</li> <li>• Health and Safety</li> <li>• Risk Management</li> <li>• Educational Trips and Visits</li> <li>• Whole School Administration</li> <li>• ICT Strategy and Network</li> <li>• E-safety</li> <li>• VLE and Gateway</li> <li>• SIMS/MIS System</li> <li>• Supply Staff and Cover Supervisors</li> <li>• Communications and Marketing</li> <li>• Policies and Procedures</li> </ul>
<b>Line Management:</b> AAHT Student Outcomes English Maths SIMS Manager	<b>Line Management:</b> PE & HSC ICT/Computing/Business Technology	<b>Line Management:</b> Science	<b>Line Management:</b> SENDCo	<b>Line Management:</b> Support Staff Middle Leaders Headteacher's PA Administration ICT/Strategy Manager Finance Director/Finance Officers Lead Cover Supervisor
<b>Teaching Load: 8</b>	<b>Teaching Load: 25</b>	<b>Teaching Load:</b>	<b>Teaching Load: None</b>	<b>Teaching Load: None</b>
<b>Governor Committee:</b> Standards	<b>Governor Committee:</b> Standards	<b>Governor Committee:</b>	<b>Governor Committee:</b> Standards	<b>Governor Committee:</b> Resources
<b>Year Group Link: Y9</b>	<b>Year Group Link: Y9</b>	<b>Year Group Link: Y8</b>	<b>Year Group Link: Y7</b>	<b>Year Group Link: Y7</b>