

SLT Roles and Responsibilities – 2023-24

Richard Walkden Headteacher	Siobhan Melody Deputy Headteacher (Inclusion)	Andy Evans Deputy Headteacher (Quality of Education)	Claire Johnson Assistant Headteacher (Student Outcomes)
<p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Oversight Ofsted and external accountability • Governance HR & recruitment • Permanent Exclusion • Strategic planning and self-evaluation • SLT meetings and strategic leadership • exclusions • Oversight of school policies • School to school & external support • Communication with MAT, local schools and national bodies inc. Ofsted • Open evening, marketing and publicity • Community liaison • Recruitment and retention of staff • Staff voice • School Website • Human resource management • Risk register and risk management • Finance and budget oversight • DDSL 	<p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Strategic oversight of Inclusion and student profiling system • Inclusion line management systems and processes • Permanent Exclusion administration • Strategic leadership of safeguarding • Multi-agency liaison • Safeguarding system and reporting • Oversight of quality assurance across Inclusion • Oversight of attendance & behaviour • Inclusion data and reporting to stakeholders • Class charts • Strategic oversight of additional support and provision • Inclusion meetings • Inclusion docs (Policies and handbook) • DSL 	<p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Strategic oversight of Curriculum Intent and Implementation • Strategic oversight of professional development • Quality of education line management systems and processes • Quality of Teaching and Learning • T&L Tracking and QA cycle • Curriculum Deep Dives Process • Every Lesson rota and compliance • Performance Development Reviews • Curriculum Leader meetings & briefings • DSEF /DDP • Strategic oversight of Early Career Framework, ITT/SCITT & new and returning staff induction • Aspirant Leaders Programme • Strategic oversight of Cover • School Calendar • Strategic oversight of Curriculum and T&L docs (Policies and handbook) 	<p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Strategic lead for student outcomes • PP strategy, action plan and reporting • PP progress & intervention • Recovery Premium & School Led Tutoring • Data collection, tracking & reporting systems • Assessment and DART cycle • Student watch lists • Target setting checking • Targeted intervention (KS3 & KS4) • KS3 and KS4 RAP process • Q&A of department tracking • Student Progress Reports • Exams • QA of Vocational Provision/ BTEC Quality Nominee/Vocational Lead • Data and assessment docs (Policies and handbook)
<p>Line Management:</p> <ul style="list-style-type: none"> • SLT (SM, AE) • Headteacher's PA • Business Support Manager • Drama • Geography • Link for Y10 Pastoral Team 	<p>Line Management:</p> <ul style="list-style-type: none"> • SLT (LHI, CJN, EMN, RW) • MFL • Safeguarding and Inclusion Manager • Progress Leaders 	<p>Line Management:</p> <ul style="list-style-type: none"> • SLT (RTR, SMC) • English • Maths • History • Professional Tutor (ES) • Link for Y10 Pastoral team 	<p>Line Management:</p> <ul style="list-style-type: none"> • Regional Qualification and Assessment Manager • Technology • HSC • KS3 and KS4 Achievement Coordinators • PP Champions • Link for Y11 Pastoral Team

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Steph McCoy Assistant Headteacher (Personal Development)	Rachel Tasker Assistant Headteacher (Teaching and Learning & CPD)	Lee Hill Assistant Headteacher (Inclusion - Behaviour & Attitudes)	Ryan Willson Assistant Headteacher (Inclusion – Additional Support and Provision)	Emily Martin Assistant Headteacher (Curriculum and Provision)
Roles & Responsibilities: <ul style="list-style-type: none"> • Strategic lead of Personal Development • Careers - strategy and compliance • Oversight of PSHCE, SODA and Assemblies • PD and RSE policy and provision mapping • Ecco Values and student passport • Enrichment • Student Leadership • Student voice • Educational trips and visits • Parental Engagement • House System • Personal Development docs (Policies and handbook) 	Roles & Responsibilities: <ul style="list-style-type: none"> • Leadership of subject level curriculum planning • Leadership of CPD • Best Practice & Routines Briefings • Staff Development Pathway • Leadership of Coaching & Professional Development • Strategic oversight of Knowledge Packs & Recall • Teaching and Learning Team • Lead Teacher meetings • Attitude to learning • Home learning strategy • Literacy/Oracy across the curriculum • T&L docs (Policies and handbook) 	Roles & Responsibilities: <ul style="list-style-type: none"> • Strategic Leadership of behaviour and attendance • Behaviour policy, systems and routines • Behaviour reporting • Attendance policy, systems, intervention & reporting • Governor panels • WSDT system • Oversight of admissions and managed moves • DDSL • Behaviour and Attendance docs (Policies and Handbook) 	Roles & Responsibilities: <ul style="list-style-type: none"> • Behaviour intervention – Profiling System and process • Alternative Provision referrals and QA • On site Additional Provision (The Bridge, PLP & QR) • Student rewards • Governors panels • CLA strategy and Designated Teacher • DDSL • Additional Provision docs (Policies and Handbook) 	Roles & Responsibilities: <ul style="list-style-type: none"> • Curriculum & Timetable • Options models & process • Strategic lead for SEND • Most Able strategy • Alternative Learning Pathway and Entry Level Pathway • Transition and primary liaison? • Literacy intervention • EAL • Accelerated Reader • Duties (incl.break duties) • SEND docs (Policies and Handbooks)
Line Management: <ul style="list-style-type: none"> • Art • PSHCE • RPE • Careers Advisor • Careers Coordinator (to be appointed) • Link for Y8 Pastoral Team 	Line Management: <ul style="list-style-type: none"> • Science • Drama • Music • T&L Team • Link for Y9 Pastoral Team • Literacy Coordinator 	Line Management: <ul style="list-style-type: none"> • Progress Leaders Y8, Y9, Y10 • RR/On-call Supervisor • PE • Attendance Officers 	Line Management: <ul style="list-style-type: none"> • Progress Leaders Y7 and Y11 • Business • Manager of Alternative Provision • Link for Y7 Pastoral Team 	Line Management: <ul style="list-style-type: none"> • Computing • SENDCo • EAL Coordinator • ALP Teacher / Transition Leader • Librarian • Literacy Coordinator • Link for Y8 Pastoral Team