

SLT Roles and Responsibilities – 2024-25

R Walkden Headteacher	S Melody Deputy Headteacher (Inclusion)	A Evans Deputy Headteacher (Quality of Education)	M Sinclair Assistant Headteacher (Student Outcomes)
Roles & Responsibilities: <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 	Roles & Responsibilities: <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 • Strategic roll out of Class charts • Strategic oversight of additional support and provision • Inclusion meetings • Inclusion docs (Policies and handbook) • Strategic lead for SEND • SEND docs (Policies and Handbooks) • DSL 	Roles & Responsibilities: <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 • Aspirant Leaders Programme • Strategic oversight of Cover • School Calendar • Strategic oversight of Curriculum and T&L docs (Policies and handbook) • Staffing 	Roles & Responsibilities: <ul style="list-style-type: none"> • Strategic lead for student outcomes • Recovery Premium & School Led Tutoring • Data collection, tracking & reporting systems • Student watch lists • Target setting checking • Targeted intervention (KS3 & KS4) • KS3 and KS4 RAP process • Q&A of department tracking • Student Progress Reports • Exams • KS4 Assessment • QA of Vocational Provision/ BTEC Quality Nominee/Vocational Lead • Data and assessment docs (Policies and handbook) • Whole school communication strategy
Line Management: <ul style="list-style-type: none"> • SLT (SM, AE) • Headteacher's PA • Business Support Manager • Drama • Geography 	Line Management: <ul style="list-style-type: none"> • SLT (LHI, RW, SMC) • MFL • Safeguarding and Inclusion Manager • SENDCo • KS4 Progress leaders 	Line Management: <ul style="list-style-type: none"> • SLT (RTR, CJN, STN) • English • Maths • History • Art 	Line Management: <ul style="list-style-type: none"> • Regional Qualification and Assessment Manager • Technology • Business • KS3 and KS4 Progress Coordinators • Link for Y11 Pastoral Team

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S McCoy Assistant Headteacher (Personal Development)	S Tiffin Assistant Headteacher (Teaching and Learning & CPD)	L Hill Assistant Headteacher (Inclusion - Behaviour & Attitudes)	R Willson Assistant Headteacher (Inclusion – Additional Support and Provision)	R Tasker Assistant Headteacher (Curriculum Development)
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 / Character • Enrichment • Student Leadership /JLT • Student voice • Educational trips and visits • Parental Engagement • Personal Development docs (Policies and handbook) • Transition and primary liaison 	Roles & Responsibilities: <ul style="list-style-type: none"> • Leadership of CPD • Staff Development Pathway • Best Practice & Routines Briefings • Strategic oversight of Early Career Framework, ITT/SCITT & new and returning staff induction • Leadership of Coaching & Professional Development • Strategic oversight of Knowledge Packs & Recall • Teaching and Learning Team • Lead Teacher meetings • Home learning strategy • Attitude to learning • Teacher Planner • Student Planner • 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 • Uniform • 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) • CLA strategy and designated teacher 	Roles & Responsibilities: <ul style="list-style-type: none"> • Behaviour intervention – Profiling System and process • Alternative Provision referrals and QA • On site Additional Provision • Student rewards • Additional Provision docs (Policies and Handbook) • PP strategy, action plan and reporting • PP progress & intervention • Strategic oversight of EAL provision • 	Roles & Responsibilities: <ul style="list-style-type: none"> • Curriculum & Timetable • Options models & process • Leadership of subject level curriculum planning • KS3 DART Assessments • HPA strategy • Alternative Learning Pathway and Green Pathway • Literacy intervention • Accelerated Reader • Literacy/Oracy across the curriculum • Duties (Inc. Break duties and detentions)
Line Management: <ul style="list-style-type: none"> • PSHCE • RPE • Careers Advisor • Careers Leader • Link for Y8 Pastoral Team 	Line Management: <ul style="list-style-type: none"> • Professional Tutor (ES) • Computing • Music • T&L Team • Link for Y7 Pastoral Team 	Line Management: <ul style="list-style-type: none"> • KS3 Progress Leaders • RR/On-call Supervisor • Attendance Officers • PE 	Line Management: <ul style="list-style-type: none"> • HSC • Manager of Alternative Provision • PP Champions • EAL Coordinator • Link for Y10 Pastoral Team 	Line Management: <ul style="list-style-type: none"> • Science • ALP Teacher / Transition Leader • Librarian • Link for Y9 Pastoral Team • Literacy Coordinator