

SLT Roles and Responsibilities September 2018

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

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