SENIOR LEADERSHIP TEAM STRUCTURE AND KEY RESPONSIBILITIES

2021/22	HEADTEACHER Whole school strategy and improvement [EDO]	DEPUTY HEADTEACHER Student Behaviour and Welfare [AKE]	DEPUTY HEADTECHER Quality of Education [SWO]	DEPUTY HEADTEACHER Personal Development [KHO]
Key Responsibilities	Ethos Strategic direction Strategic Lead of Sixth Form Finance - strategic Marketing Appointments Y6 admissions School Improvement Performance Management Cluster & community links Monitoring and evaluation HR – strategic Safeguarding – strategic Building developments	Child Protection (DSL) Prevent, FGM Safeguarding - operational Alternative provision Student behaviour (Y7 – 11) Student attendance (Y7 – 11) Rewards and sanctions Exclusions Analysis of behaviour and attitudes Y11 tutor rotation Transition Y6 to Y7	Whole school performance data Target-setting and FFT Use of assessment data Tracking and reporting Progress and interventions Pupil Premium (Impact) Catch up Premium (Impact) Whole school ICT & data systems Vocational Qualifications Quality Nominee	Oversight of Personal Development curriculum (Y7 – 11 & Y12/13) Extra-curricular activities Trips and Visits (EVC) Coordination of activities with other schools Oversight of Careers Advice and Guidance Options (Y9 & 11) Transition (Y11 & Y13) Monitoring of exams Staff absence/cover (strategic) Staff duties
Line Management	DHT - Behaviour and Welfare DHT - Quality of Education DHT – Personal Development AHT - Director of Sixth Form AHT - SENDCo Lead Practitioner DA lead PA/Office Manager	HoY 7, 8, 9, 10, & 11 AHT – Humanities Student Welfare Officers Attendance Officer	AHT- Maths AHT - English AHT – Science HoD - CBE SIMS/Operations Manager ICT/network	AHT – CIAG HoD P Arts HoD ADT HoD MFL HoD Soc Sci Exams Officer
Policies and documents	Admissions Prospectus Complaints DBS & ex-offenders Equal Opportunities Grievance Policy Staff Code of Conduct (incl. allegations and gifts) Performance Management Staff Leave of Absence	Safeguarding policy Behaviour and anti-bullying policy (including smoking/drugs) FGM Student attendance	CCTV GDPR E-safety ICT Acceptable Use Policy Managing pupil records	Curriculum Rationale Teaching and Learning Policy Homework Oversight of trips risk assessment Exams
Out of school connections	EMAT Cluster Governors	Police County Council/Social Services Alternative Provision	EMAT IT/network	OPEN partnership EVC Area Coordinator
Events	Presentation Evenings Open Evening (Y6) Achievement Award assemblies	Parent Evenings (Y7 – 11) Parent Information Evenings (Y10 & 11)	Revision information evenings	Options Evenings (Y9&11)