SENIOR LEADERSHIP TEAM STRUCTURE AND KEY RESPONSIBILITIES

2023/24	HEADTEACHER Whole school strategy and improvement [EDO]	DEPUTY HEADTEACHER Behaviour and Attitudes [AKE]	DEPUTY HEADTECHER Quality of Education [SWO]	DEPUTY HEADTEACHER Personal Development [KHO]	ASSISTANT HEADTEACHER Staff Development and Wellbeing [ROC]	ASSISTANT HEADTEACHER Curriculum Intent and Implementation [CCX]	ASSISTANT HEADTEACHER Head of Sixth Form [JBT]
Key Responsibilities	Vision & Ethos.	Designated Safeguarding Lead.	Whole school performance data.	Oversight of Personal Development.	Leadership of English department.	Leadership of Science department.	Leadership and ethos of 6th Form.
	Strategic oversight of leadership and management.	Strategic oversight of safeguarding, child protection, Prevent.	Strategic oversight of student progress and interventions.	Strategic oversight of Careers Advice and Guidance.	Student progress in English.	Student progress in Science.	Student progress in Y12 & 13.
	Strategic lead for finance, staffing, HR, and appointments.	Strategic oversight of student behaviour, attitudes, attendance, and welfare.	Strategic oversight of T&L approaches to improve student progress.	Strategic oversight of Inclusion (SEND, DA, and RACE charter).	Oversight of training of ITT/SDTP/PGCE & ECTs and UQTs	Oversight of curriculum across the whole school	Oversight of student attendance & behaviour in Y12 & 13
	School improvement planning, monitoring and evaluation.	Rewards and sanctions (including suspensions and exclusions)	Target-setting, use of assessment data, tracking, and reporting.	Extra-curricular activities, trips, and visits (EVC) incl. Student Leadership	Overview & monitoring of staff wellbeing, including induction of staff new to the school.	Overview & monitoring of implementation of T&L framework, incl. use of assessment.	Extended Project Qualification and Post -16 enrichment programmes.
	Staff Appraisal and oversight of probation periods.	Pastoral system and tutors (Y7 -Y11)	Pupil Premium & Catch Up Premium (Impact).	Coordination of activities with other schools.	Strategic overview of literacy and reading across the school.	Staff CPD, INSET and T&L meetings.	Oversight of post-18 destinations (including UCAS).
	Curriculum, options (Y9 →10) & timetable	Alternative provision	Whole school ICT & data systems. GDPR	Senior Mental Health Lead			Options (Y11 →12)
	Building developments.	Transition Y6 to Y7.	Quality Nominee for vocational qualifications	Strategic oversight of exams & staff cover.			
	Y6 admissions.						
Line Management	DHT - Behaviour and Attitudes DHT - Quality of Education DHT – Personal Development AHT – Head of 6th Office Manager	HoY 7, 8, 9, 10, & 11 Safeguarding Team	AHT - English & Staff Dev AHT – Science & CI&I AHT- Maths HoD - CBE Data Manager	AHT – CIAG/PHSE AHT – Humanities AHT - SENDCo HoD P Arts HoD Soc Sci HoD PE DA lead Exams Officer	2nd in English 3rd in English Librarian HoD MFL Pedagogical Coach	2nd in Science 3rd in Science Lab technicians HoD ADT STEM lead	2nd in 6th form 6th form administrator 6th form Student Welfare 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	GDPR E-safety ICT Acceptable Use Policy Managing pupil records	Oversight of trips risk assessment Exams	Staff handbook	T&L policy (including Homework)	6th form admissions Sixth Form prospectus
Out of school connections	EMAT Cluster Governors	Police County Council/Social Services Alternative Provision St Andrew's Hospital (Mental Health)	EMAT IT/network PiXL Data Protection Officer	OPEN partnership EVC Area Coordinator	ECT and ITT training providers	EMAT training Hub	Post-18 providers Community outreach
Events	Presentation Evenings Open Evening (Y6) Year 7 Information Evening Achievement Award assemblies	Parent Information Evenings (Y10 & 11)	Online Parent Evenings	Options Evenings (Y9&11)	Staff induction day	INSET days 'How to revise' sessions Y10 & Y11	Parent Info Eves (Y12 & 13) Y12 Induction