

## SENIOR LEADERSHIP TEAM STRUCTURE AND KEY RESPONSIBILITIES

<b>2022/23</b>	<b>HEADTEACHER Whole school strategy and improvement [EDO]</b>	<b>DEPUTY HEADTEACHER Student Behaviour and Welfare [AKE]</b>	<b>DEPUTY HEADTEACHER Quality of Education [SWO]</b>	<b>DEPUTY HEADTEACHER Personal Development [KHO]</b>	<b>ASSISTANT HEADTEACHER Staff Development and Wellbeing [ROC]</b>	<b>ASSISTANT HEADTEACHER Curriculum Intent and Implementation [CCX]</b>	<b>ASSISTANT HEADTEACHER Head of Sixth Form [JBT]</b>
<b>Key Responsibilities</b>	<p>Vision &amp; Ethos</p> <p>Safeguarding – strategic</p> <p>School Improvement monitoring and evaluation</p> <p>Strategic Lead of Sixth Form</p> <p>Finance - strategic</p> <p>Staffing and appointments</p> <p>HR – strategic lead</p> <p>Staff Appraisal</p> <p>Cluster &amp; community links</p> <p>Building developments</p> <p>Y6 admissions</p>	<p>Designated Safeguarding Lead</p> <p>Child Protection Prevent, FGM</p> <p>Senior Mental Health Lead</p> <p>Student welfare and The Hub</p> <p>Student behaviour &amp; attitudes (Y7 -11)</p> <p>Student attendance (Y7 – 11)</p> <p>Alternative provision</p> <p>Rewards and sanctions (including suspensions and exclusions)</p> <p>Pastoral system and tutors (Y7 -Y11)</p> <p>Transition Y6 to Y7</p>	<p>Whole school performance data</p> <p>Target-setting, ALPS, and FFT</p> <p>Use of assessment data</p> <p>Tracking and reporting</p> <p>Progress and interventions</p> <p>Pupil Premium &amp; Catch Up Premium (Impact)</p> <p>Whole school ICT &amp; data systems. GDPR</p> <p>Vocational Qualifications</p> <p>Quality Nominee</p>	<p>Oversight of Personal Development curriculum (Y7 – 11 &amp; Y12/13)</p> <p>Extra-curricular activities</p> <p>Trips and Visits (EVC)</p> <p>Coordination of activities with other schools</p> <p>Oversight of Careers Advice and Guidance</p> <p>Options (Y9 &amp; 11)</p> <p>Transition (Y9 &amp; 11)</p> <p>Monitoring of exams</p> <p>Staff absence/cover (strategic)</p>	<p>Leadership of English department</p> <p>Student progress in English</p> <p>Oversight of training of ITT/SDTP/PGCE &amp; ECTs</p> <p>Induction of staff new to the school</p> <p>Overview and monitoring of staff wellbeing</p> <p>Strategic overview of literacy and reading across the school</p>	<p>Leadership of Science department</p> <p>Student progress in Science</p> <p>Strategic overview of curriculum across the whole school</p> <p>Overview and monitoring of teachers’ implementation of T&amp;L framework, including use of assessment</p> <p>Staff CPD, INSET and T&amp;L meetings</p>	<p>Leadership of the Sixth Form</p> <p>Ethos and marketing.</p> <p>Student Progress in Y12 &amp; 13</p> <p>Student attendance Y12 &amp; 13</p> <p>Student behaviour &amp; attitudes Y12 &amp; 13</p> <p>Extended Project Qualification and Post -16 Personal Development</p> <p>Post-18 education providers Post-18</p>
<b>Line Management</b>	<p>DHT - Behaviour and Welfare</p> <p>DHT - Quality of Education</p> <p>DHT – Personal Development</p> <p>AHT – Head of 6<sup>th</sup></p> <p>AHT – SD&amp;W</p> <p>AHT – CI&amp;I</p> <p>AHT - SENDCo</p> <p>DA lead</p> <p>Office Manager</p>	<p>HoY 7, 8, 9, 10, &amp; 11</p> <p>Student Welfare Officers</p> <p>Attendance Officer</p> <p>Student Mental Health Lead</p>	<p>AHT- Maths</p> <p>AHT - English</p> <p>AHT – Science</p> <p>HoD - CBE</p> <p>SIMS Manager</p> <p>ICT/network</p>	<p>AHT – CIAG</p> <p>AHT – Humanities</p> <p>HoD P Arts</p> <p>HoD Soc Sci</p> <p>Exams Officer</p>	<p>2<sup>nd</sup> in English</p> <p>3<sup>rd</sup> in English</p> <p>Librarian</p> <p>HoD MFL</p>	<p>2<sup>nd</sup> in Science</p> <p>3<sup>rd</sup> in Science</p> <p>STEM lead</p> <p>Lab technicians</p> <p>HoD ADT</p>	<p>2<sup>nd</sup> in 6<sup>th</sup> form</p> <p>Sixth form administrator</p>

<b>Policies and documents</b>	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	Homework Oversight of trips risk assessment Exams	Staff handbook School newsletter	T&L policy Homework policy	6 <sup>th</sup> form admissions Sixth Form prospectus
<b>Out of school connections</b>	EMAT Cluster Governors	Police County Council/Social Services Alternative Provision	EMAT IT/network PiXL	OPEN partnership EVC Area Coordinator	ECT training providers	EMAT training Hub	Post-18 providers
<b>Events</b>	Presentation Evenings Open Evening (Y6) Year 7 Information Evening Achievement Award assemblies	Parent Evenings (Y7 – 11) Parent Information Evenings (Y10 & 11)	Revision information evenings	Options Evenings (Y9&11)	Staff induction day	INSET days	Parent Info Eves (Y12 & 13) Y12 Induction