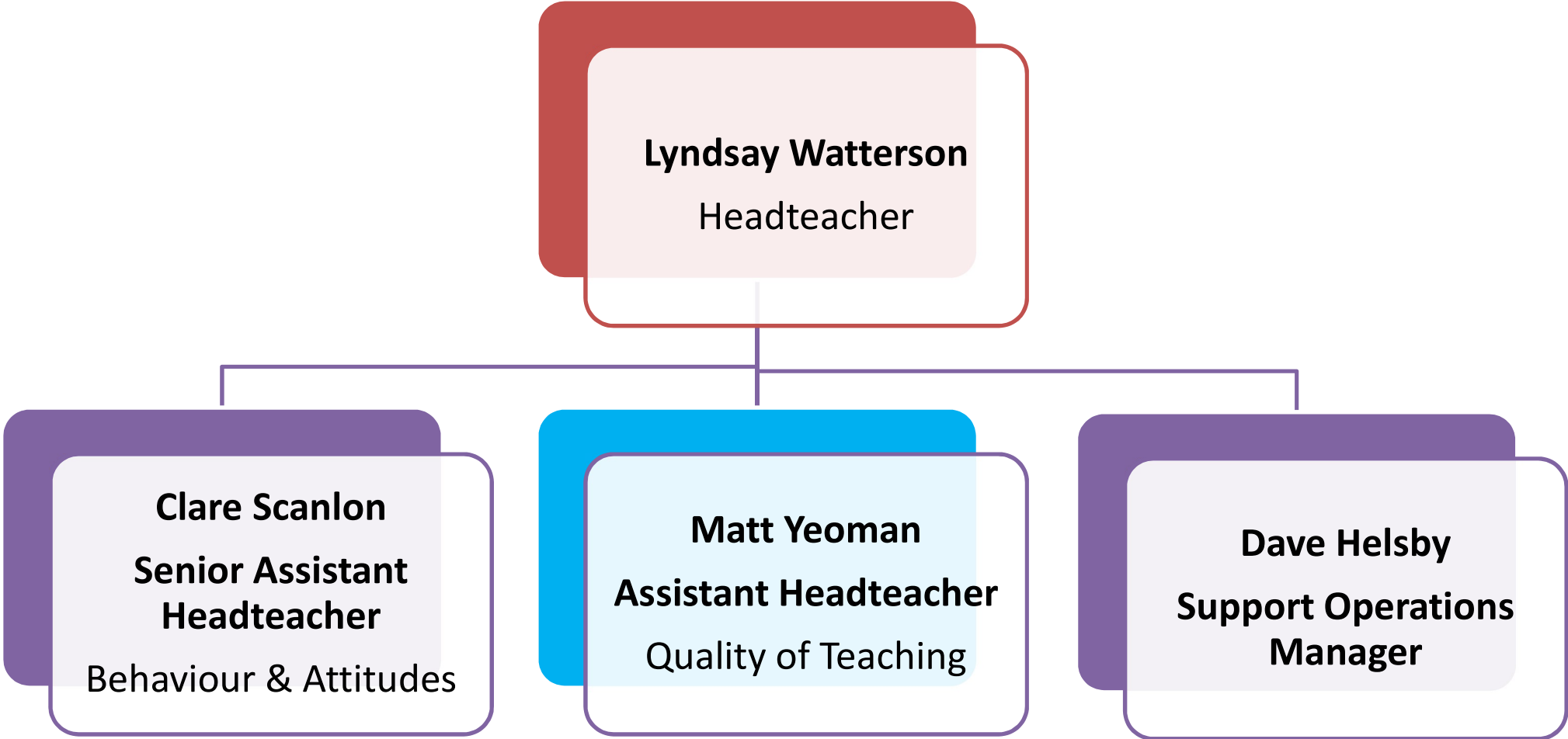


SLT ROLES AND REPSONSIBILITIES

(Academic Year 2020-21)



	Headline Roles	Other Roles	Line Management
Headteacher Lyndsay Watterson (non—teaching) SDPs: Oversight of SDP Strategic direction & planning	<ul style="list-style-type: none"> • School Vision and Values • Leadership of Self-Evaluation processes and co-ordination of the SEF/School Profile • School Development Plan (SDP) • Strategic Lead for the development of Curriculum • Strategic Lead for Disadvantaged Students • Oversight of Appraisal and Performance pay recommendations to LGB (Lead for Teaching Staff Appraisal) • Data lead - whole school target setting, analysis of exam results & ASP/IDSR • Represent QPHS within the Trust/CWAC LA • Oversight of press relations • Overview of HR Issues for Teachers including attendance, leave of absence, appointments and personnel policy areas • Partnerships – Primary (DSP) & CVTSA • Lead for Full Governing Body Meetings • Lead for Governors Resources Committee & Achievement & Curriculum Committee 	<ul style="list-style-type: none"> • Staff references • Community partnerships • Co-ordination of Managed Moves & Fair Access protocol • Permanent exclusions • Construction and oversight of school calendar (including staff development days, meetings schedule, events and assemblies) • Liaison with exams and data officer • Link to Parent Teacher Association • Riverside Centre management and development • Educational Visits 	<ul style="list-style-type: none"> • Members of the SLT • CTL Maths • CTL Science • Safeguarding Lead/SENCO

	Headline Roles	Other Roles	Line Management
Clare Scanlon Senior Assistant Headteacher SDP: Behaviour & Attitudes	<ul style="list-style-type: none"> • Strategic Lead for Behaviour and Attitudes across the school • Strategic Pastoral Lead, liaising with KS3/4 Leads and the wider Pastoral Team to ensure academic progress through appropriate challenge, intervention and support • Leadership oversight of KPIs in line with SDP around attendance, behaviour management, exclusions etc • In-year admissions • Transition & marketing lead (including 6th Form) • Primary curriculum partnerships and challenge days • Student Leadership • Lead for Governor Pastoral Committee 	<ul style="list-style-type: none"> • Student Enrichment Programme • Lead Pastoral Team briefings – Wed am • Year 8/9 options • Student Review Day Lead • SLT link for KS3/4 Parent Consultation Evenings • Staff rotas duties (including lunchtime supervision) & on call 	<ul style="list-style-type: none"> • CTL PPA • CTL Ebacc • Key Stage 3 & 4 Leaders • Marketing & Community Liaison Officer • Pastoral Support Managers – Behaviour • Intervention support

	Headline Roles	Other Roles	Line Management
Matt Yeoman Assistant Headteacher SDP: Quality of Education	<ul style="list-style-type: none"> Achievement Lead for all students within KS5, liaising with Key Stage 5 Leader and Inclusion Lead to ensure academic progress through appropriate challenge, intervention and support Leadership oversight of KPIs within KS5 around attendance, behaviour management, exclusions etc Strategic development of Teaching & Learning across the school, including assessment and feedback and remote education Strategic development of research to inform developments in teaching and learning Professional Development Lead – internal and external NQT Lead Induction Tutor New staff Lead Induction Tutor 	<ul style="list-style-type: none"> Co-ordinate staff professional learning programme Lead Curriculum Team Leader briefings - Wed am Oversight of ITT Attend Governor's Achievement & Curriculum Committee/Pastoral/Resources Committee as required 	<ul style="list-style-type: none"> Key Stage 5 Leader CTL Communications CTL VAD CTL Social Studies CTL PSHCE/Citizenship

	Headline Roles	Other Roles	Line Management
Dave Helsby Support Operations Manager	<ul style="list-style-type: none"> Leadership and day to day management of school support staff (including Admin, catering and ICT management) to enhance their effectiveness Ensure data systems are fit for purpose and inform school improvement Ensure high quality service for student learning and community use through effective site operations Lead the strategic development of IT strategy of QPHS and The Learning Trust. Support Governors Resource meetings. Manage the integrity of all data within the school and ensure legal compliance. Site Data Protection Co-ordinator. 	<ul style="list-style-type: none"> School census Oversight of first aid, reprographics, exams administration, fire evacuation procedures, student records and data insight Support day to day site working 	<ul style="list-style-type: none"> Exams & data officer TALS Receptionists TALS Administrators LLC Supervisor/ Administrator IT Support Technician & Assistant IT Technician

Other Leadership roles:

<p>Sarah Williams Inclusion Lead (L6-10) SDP: SEN & Safeguarding</p>	<ul style="list-style-type: none"> • Strategic Lead for Safeguarding/child protection (DSL), including training for staff • Responsible for policy and practice around Safeguarding & SEN and Mental Health • Strategic Lead for Additional Educational Needs and Quality First Teaching • Line management of learning support (TAs) and Deputy SENCO and Deputy Safeguarding Lead • Achievement Lead for key/vulnerable groups – SEN, EAL, Medical needs etc • One-to-one support 	<ul style="list-style-type: none"> • Co-ordinate Multi-agency working including work with EW • Develop alongside the Student Well-being Manager - whole school provision around mental health and well-being • Lead Pastoral briefings • Attend Governor's Pastoral Committee as required 	<ul style="list-style-type: none"> • Learning Support – Deputy SENCO & Teaching Assistants • Deputy Safeguarding Lead/Pastoral Support Manager – Well-being
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