

## Senior Leadership Team – Roles and Responsibilities 2020/21

<b>Headteacher</b>	<b>Deputy HT</b>	<b>Assistant HT</b>	<b>Assistant HT</b>
Provision of whole school leadership and direction to ensure high quality provision of education.	Provision of professional leadership to ensure continuous improvement in order to ensure the highest of academic standards are achieved.	To provide professional leadership to ensure all students achieve and make progress across all year groups.	To provide professional leadership to ensure all students achieve and make progress across all year groups.
<ul style="list-style-type: none"> <li>• Ethos, vision and strategic direction.</li> <li>• Whole school improvement planning.</li> <li>• Self-evaluation framework and Ofsted preparation.</li> <li>• Strategic management of premises and health and safety including covid-19.</li> <li>• Staffing, recruitment and succession planning.</li> <li>• Supporting and developing governance.</li> <li>• Professional standards and performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Academic standards and student progress.</li> <li>• Data production, analysis, recording and reporting and parental evenings.</li> <li>• Internal/external examinations including all curricular areas across the school.</li> <li>• Curriculum design and development to maximise attainment and student progression.</li> <li>• Strategic evaluation feeding whole school evaluation from department and pastoral monitoring.</li> <li>• Daily operational leadership as part of SLT and health and safety and management of staff support systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a culture of celebratory teaching and learning, developing high quality teaching and learning and advancement of monitoring processes to assess quality of provision.</li> <li>• CPD and appraisal systems – establishing peer to peer support, coaching and mentoring and developing an inclusive approach with all colleagues.</li> <li>• Safeguarding and strategic lead for student welfare and intervention strategy teams, including student engagement and voice.</li> <li>• Strategic lead for SEND and student attendance processes and procedures including transition activities.</li> <li>• Daily operational leadership as part of SLT and health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish behaviour for learning processes and procedures to maximise student attainment and progress.</li> <li>• Diversity and inclusion lead – BAME LGBTQ.</li> <li>• Oversight of all student welfare through leadership of all year managers and associated supporting staff.</li> <li>• Rewards and expectations culture development to maximise student engagement and satisfaction.</li> <li>• Supporting attendance processes across the school and directly via the year management processes including the in-year-admissions protocol and FAP and raising attendance strategies.</li> <li>• Strategic lead for additional resource centres including Support Centre and medical.</li> <li>• Strategic overview and management of pastoral monitoring, review and evaluation processes.</li> <li>• Daily operational leadership as part of SLT and health and safety.</li> </ul>

Line Management	Line Management	Line Management	Line Management
Senior Leadership Team <b>Admin support:</b> DJ	Science English ICT PE  <b>Admin support:</b> ST	Humanities (inc RSE/Careers/PSE) MFL Maths  <b>Admin Support:</b> ML	Technology/Art Dance/Music All Year Managers  <b>Admin Support:</b> SB
<b>Task List</b>	<b>Task list</b>	<b>Task list</b>	<b>Task list</b>
<ul style="list-style-type: none"> <li>School evaluation and analysis of performance</li> <li>School vision and development planning</li> <li>OFSTED preparation and evaluative work</li> <li>Strategic planning in response to Covid-19</li> <li>Staffing and HR/performance</li> <li>Collaborative work with governors</li> </ul>	<ul style="list-style-type: none"> <li>Data leadership and analysis</li> <li>Monitoring student/department performance</li> <li>Intervention overview</li> <li>Examinations internal/public</li> <li>Curricular recovery planning/development</li> <li>Pastoral/department evaluation and liaison with Headteacher regarding SEF</li> <li>PP</li> <li>Day to day management of school and Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>Teaching and learning development</li> <li>Department monitoring reviews</li> <li>CPD/Performance management/</li> <li>INSET days</li> <li>DSL/Safeguarding liaison with Headteacher</li> <li>SEND development and implementation of strategies to support students</li> <li>Day to day management of school and school site</li> <li>Relevant UPS3 liaison</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour lead and LM YAMs</li> <li>BAME/LGBTQ, EAL and cultural diversity</li> <li>Reward Days/rewarding learning</li> <li>YAM liaison regarding PA and attendance issues</li> <li>LM of Support Centre and links to SEN base</li> <li>YAM monitoring reports overview and self-evaluations</li> <li>In-Year-Admissions and FAP group attendance</li> <li>Duty list management</li> <li>Day to day responsibility managing school and site</li> <li>Relevant UPS3 liaison with staff</li> </ul>

**Governance Procedures:** All SLT will input into agendas and submit relevant documentation. DJ to liaise with SLT regarding specific items.

1. HT/John Rhodes (Chair) – Agenda setting.
2. DJ then examines the agenda and liaises with relevant SLT.
3. SLT submit to DJ.
4. JD liaises and shares with HT.
5. Upload to GovernorHub in preparation for the meeting.
6. All SLT attend Governor meetings.