

## KEY ROLES AND RESPONSIBILITIES



These are not job descriptions but serve to highlight the roles of key personnel.

<p><b>HEADTEACHER</b></p> <ul style="list-style-type: none"> <li>▪ Lead Christleton High School.</li> <li>▪ Maintain and improve the quality of all we do.</li> <li>▪ Lead and oversee the function and individuals within Leadership Group.</li> <li>▪ Liaise with Trustees, Governors and other agencies to develop CHS</li> <li>▪ Take direct responsibility for exam results at KS4 + KS5.</li> <li>▪ Work on long-term projects to secure bids and bring about improvements to Teaching and Learning.</li> <li>▪ Continue to seek and secure additional funding.</li> <li>▪ Attend Governors' Meetings, as appropriate.</li> <li>▪ Support the development of the Multi Academy Trust.</li> <li>▪ Lead the development and vision of I.T.</li> <li>▪ Ensure morale and climate empowers learning.</li> </ul>	<p><b>DEPUTY HEADTEACHER</b></p> <ul style="list-style-type: none"> <li>▪ Lead on Quality Assurance systems</li> <li>▪ Lead on recruitment and retention of teaching staff</li> <li>▪ Lead on Performance Management.</li> <li>▪ SLT lead for Governors' Resources Committee.</li> <li>▪ Lead on Heads of Department Meetings.</li> <li>▪ Ensure the efficient, smooth running of the school.</li> <li>▪ Lead on Exclusions.</li> <li>▪ Lead on student absence requests/Student Services issues from Assistant Head/trip requests.</li> <li>▪ Deputise for the Headteacher.</li> </ul>
<p><b>ASSISTANT HEADTEACHER</b></p> <ul style="list-style-type: none"> <li>▪ Design, consult, construct and implement CHS timetable, including option process.</li> <li>▪ Co-ordinate curriculum, design and implement short and medium term change.</li> <li>▪ Lead the intelligent use of data, targets, assessment to raise standards.</li> <li>▪ Lead for Governors' Curriculum and Achievement Committee.</li> </ul>	<p><b>ASSISTANT HEADTEACHER</b></p> <ul style="list-style-type: none"> <li>▪ Line manage Heads of Y10 and 11 to ensure all students make progress and fulfil their potential.</li> <li>▪ Lead on Every Child Succeeds in KS 4</li> <li>▪ Lead on and ensure the efficient, smooth running of Staff Duties.</li> <li>▪ Lead on whole school Behaviour management systems.</li> </ul>
<p><b>ASSISTANT HEADTEACHER</b></p> <ul style="list-style-type: none"> <li>▪ Lead and improve transition Y6-8.</li> <li>▪ Lead the Every Child Succeeds strategy at KS3, with a focus on Pupil Premium.</li> <li>▪ Lead on whole school Pupil Premium students.</li> <li>▪ Lead the Achievement and Care Team (HoYs).</li> <li>▪ Lead for Governors' Pastoral Committee.</li> <li>▪ Line manage Heads of Years 7, 8 and 9 to ensure all students make progress and fulfil their potential.</li> </ul>	<p><b>ASSISTANT HEADTEACHER</b></p> <ul style="list-style-type: none"> <li>▪ Act as Lead Safeguarding Officer.</li> <li>▪ Lead and line manage EWO function and outcomes.</li> <li>▪ Lead and line manage Student Services and SENCO</li> <li>▪ Improve the quality of Teaching and Learning outcomes for all SEN students/attendance concerns.</li> <li>▪ Lead CPD and organise staff Wednesday sessions.</li> </ul>
<p><b>ASSISTANT HEADTEACHER</b></p> <ul style="list-style-type: none"> <li>▪ Lead the Sixth Form staff team with responsibility for Sixth Form achievement.</li> <li>▪ Responsible for the vision, climate and morale in the Sixth Form.</li> <li>▪ Lead the strategic monitoring of Sixth Form progress.</li> <li>▪ To raise standards in Sixth Form.</li> <li>▪ Oversee and manage the wellbeing of Sixth Form students.</li> </ul>	<p><b>TRUST BUSINESS DIRECTOR</b></p> <ul style="list-style-type: none"> <li>▪ Lead and improve support function.</li> <li>▪ Manage team leaders and their workload</li> <li>▪ Information Technology</li> <li>▪ Finance</li> <li>▪ Premises</li> <li>▪ Secure additional income and seek savings.</li> <li>▪ Provide expertise where appropriate for the Trust development.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Manage the transition from KS 4 to Key Stage 5.</li> <li>▪ Lead of post-18 transition including UCAS, Apprenticeships and the World of Work.</li> <li>▪ Lead on Pathways and IAG (whole school).</li> <li>▪ Lead on Employer Engagement.</li> <li>▪</li> </ul>	
<p><b>HEADS OF DEPARTMENT</b></p> <ul style="list-style-type: none"> <li>• Leading the delivery of effective learning experiences for all students.</li> <li>• Maximising opportunities for success and celebration in conjunction with Heads of Year.</li> <li>• Providing strategies for inclusion for all students.</li> <li>• Acting as a lead teacher to guide staff working within their department.</li> <li>• Challenging under-performance within Departments and celebrating successes</li> <li>• Responsible for subject attainment and achievement.</li> </ul>	<p><b>FORM TUTORS</b></p> <ul style="list-style-type: none"> <li>• Monitoring and celebrating individual learning progress</li> <li>• Supporting personal and social development</li> <li>• Delivering Citizenship &amp; PSHCE Curriculum</li> <li>• Taking action to encourage, challenge and change low expectations or standards of learning and/or behaviour.</li> </ul>
<p><b>HEADS OF YEAR</b></p> <ul style="list-style-type: none"> <li>• Leading students and tutors to ensure student progress and success, so that students achieve their academic potential.</li> <li>• Utilising student data and direct observation to work with Heads of Department and maximise student potential.</li> <li>• Liaising with agencies and parents to ensure pastoral care and guidance.</li> </ul> <p>Planning, delivery and monitoring high quality tutor sessions.</p>	