

SENIOR LEADERSHIP TEAM STRUCTURE AND KEY RESPONSIBILITIES

2018/19	PRINCIPAL Whole school strategy and improvement [EDO]	DEPUTY PRINCIPAL Student Behaviour and Welfare [AKE]	VICE PRINCIPAL Teaching, Learning & Assessment [KGA]	VICE PRINCIPAL Student Outcomes, Attainment & Achievement. [SWO]	VICE PRINCIPAL Curriculum, Timetable and Exams [KHO]
Key Responsibilities	Ethos Strategic direction Finance - strategic Marketing Appointments Y6 admissions School Improvement Performance Management Cluster & community links Monitoring and evaluation HR – strategic Safeguarding – strategic Building developments	Child Protection (DSL) Safeguarding - operational Alternative provision Student behaviour (Y7 – 11) Student attendance (Y7 – 11) Exclusions Interventions Rewards and sanctions Y11 tutor rotation Transition Y6 to Y7 (overseeing HoY 11)	Standards of teaching and learning Lesson observations & drop-ins Standards of assessment and feedback Homework Staff development and training NQT/SDTP/ PGCE/ITT	Whole school performance statistics Target-setting and FFT Tracking and reporting Progress and interventions Pupil Premium (Attainment) Whole school ICT systems Whole school data systems BTEC Quality Nominee	Curriculum development Timetabling Trips and Visits (EVC) Options (Y9 & 11) Transition (Y11 & Y13) Strategic Lead of Sixth Form Staff absence/cover (strategic) Monitoring of exams Exam and revision timetables Staff duties
Line Management	4 SLT SENDCo PA	4 House Leaders HoY 11 PE	AP- Maths AP - English 3 Lead Practitioners	AP - Science Humanities MFL CBE (Comp, Bus, & Econ) ICT/network manager	AP - Director of Sixth AP – IAG/PHSE/SMSC Drama & Dance, Music Design & Tech, Art Music
Policies and documents	Admissions Prospectus Complaints DBS & ex-offenders Equal Opportunities Grievance Policy Performance Management Staff Leave of Absence	Safeguarding policy Staff Code of Conduct (incl. allegations and gifts) Students behaviour and anti-bullying policy (including smoking/drugs) FGM Student attendance	Continuous Professional Development Homework Marking and Assessment Teaching and Learning Policy	CCTV GDPR E-safety ICT Acceptable Use Policy Managing pupil records	Curriculum Exams
Outside Agencies	EMAT Cluster Governors	Police County Council Social Services Alternative Provision	External training providers	PiXL Lead	OPEN partnership
Events	Presentation Evenings (Y11&13) Open Evening (Y6) Achievement Award assemblies	Parent Evenings (Y7 – 11)	INSET days Revision information evenings	Parent Information Evenings (Y10 – 13)	Options Evenings (Y9&11) Parent Evenings (Y12 & 13)