

**SLT RESPONSIBILITIES – 2020-21**

<p style="text-align: center;">Ian Irwin Headteacher</p>	<p style="text-align: center;">John Warren Senior Deputy Headteacher</p>	<p style="text-align: center;">Pete Whitehead Deputy Headteacher</p>										
<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) The Internal Organisation, Management and Control of the School b) The Implementation of all Policies and Procedures Approved by the Governing Body c) Curriculum Provision and the Quality of Teaching and Learning d) Strategic Planning e) Financial Management f) Data Management & Data Protection - GDPR Strategy g) Monitoring of the School Development Plan h) School Self Evaluation i) Subject Audit Coordination j) Admissions k) Exclusions l) Staff Appointments m) Performance Management, Appraisal & Pay Progression n) Staff Requests for Leave of Absence o) Teaching Staff Return to Work Interviews p) Educational Trips and Visits Final Approval <i>(with COG)</i> q) National & International School Links <i>(including the ISA with RCL)</i> r) Development and Upkeep of the School Website <i>(with MGA)</i> s) Marketing & Publicity <i>(Management of Publicity & Alumni Relations Officer (DPA))</i> t) Organisation of the Annual Achievement Evening <i>(with JRI)</i> u) KS2 Master Class Programme <i>(with LHA/MWI)</i> v) Oversight of Y11 Progress and Support of SLT Line Management w) Revision and Additional Study Programmes x) Organisation of Open Evening y) Representing the School Locally and with National Bodies z) Communication with the LA, DfE and Ofsted <i>(inc. Census/Data Returns)</i> aa) Liaison with the Governing Body bb) Governors' Risk Register cc) Facilities Hire <i>(with KTA)</i> <p>2. Line Management of:</p>	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) The School in the Absence of the Headteacher b) Safeguarding, Child Protection and Prevent Duty (Designated Senior Person) c) Oversight of Year 7, including Raising Attainment, Progress and Intervention & Support Strategies <i>(in support of MWI)</i> d) Timetable and Options Models e) Annual Calendar f) Cover Management inc. Curriculum Support <i>(with KRO)</i> g) Assembly Rota h) Support Staff Return to Work Interviews <i>(with JRI)</i> i) Duke of Edinburgh Award (DofE) <i>(with SWE & FSH)</i> j) Policy Development & Review <i>(with IIR & Staff)</i> k) Organisation of the Continuous Quality Assurance (QA) Programme across the School l) Support of Young Carers <i>(with MWI)</i> m) Coordination of Fortnightly Whole School Pastoral Manager Meetings n) Coordination of Fortnightly 'Basics' (English & Maths) Directors Strategy Meetings <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Assistant Headteacher - (Years 8, 9 & 10 and Community Engagement) <i>(PRG)</i> b) Assistant Headteacher – (Student Support, Intervention & Inclusion) <i>(RHO)</i> c) Director of Progress – Transition (Years 6 & 7) <i>(MWI)</i> d) Director of Maths <i>(AHI)</i> e) Director of English <i>(GOR)</i> f) Cover Manager <i>(KRO)</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Oversight of Special Educational Needs, Disability (SEND), and Medical Needs Provision & Strategy across the School <i>(with HMN)</i> b) Inclusion, Intervention & Achievement across the School, including Strategies for PP, LAC & School Support Students c) Pupil Premium & Closing the Gap d) Looked After Children (LAC) e) Progress Tracking & Support of In-Year Admission & Transient Students f) Multi-Agency Engagement g) Coordination of School Counselling Support Services h) Hard to Reach Stakeholder Outreach & Engagement Strategies i) Alternative Provision & Off-Site Education <i>(with MWI)</i> j) Behaviour Management Systems k) Coordination of Monthly Intervention Support Panel Meetings (SEN / Pastoral / Inclusion) l) Coordination of Termly Governors' Learning & Inclusion Panels m) Staff Duties, On-Call, Intex & School Detention Rotas n) Buildings Management, including oversight of 2020/21 Buildings Improvement Programme <i>(with DBR)</i> o) Health & Safety Strategy, Systems & Policies <i>(with DBR)</i> p) Mindfulness, Health & Well-Being Provision <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) SENCO <i>(HMN)</i> b) Estates Manager <i>(DBR)</i> c) Behaviour Manager <i>(JHU)</i> d) Director of ICT/Computing <i>(JBO)</i> e) *Liaison with Building Contractors & Site Manager 										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Senior Leadership Team:</th> <th style="width: 50%; text-align: left;">Senior Strategic Support Team:</th> </tr> </thead> <tbody> <tr> <td>a) Senior Deputy Headteacher <i>(JWA)</i></td> <td>a) Business Manager <i>(KTA)</i></td> </tr> <tr> <td>b) Deputy Headteacher <i>(PWH)</i></td> <td>b) Admin Manager <i>(JRI)</i></td> </tr> <tr> <td>c) Assistant Head's (x3) <i>(CBV/BSC/RCL)</i></td> <td>c) ICT Network Manager <i>(MGA)</i></td> </tr> <tr> <td>Middle Leadership Team:</td> <td>a) Director of Equality & Opportunity <i>(COG)</i></td> </tr> </tbody> </table>	Senior Leadership Team:	Senior Strategic Support Team:	a) Senior Deputy Headteacher <i>(JWA)</i>	a) Business Manager <i>(KTA)</i>	b) Deputy Headteacher <i>(PWH)</i>	b) Admin Manager <i>(JRI)</i>	c) Assistant Head's (x3) <i>(CBV/BSC/RCL)</i>	c) ICT Network Manager <i>(MGA)</i>	Middle Leadership Team:	a) Director of Equality & Opportunity <i>(COG)</i>		
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Paul Rough Assistant Headteacher (Years 8, 9 & 10 and Community Engagement)	Casey Beever Assistant Headteacher (Year 11 and Performance & Assessment)
<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Raising Attainment & Progress across Years 8, 9 & 10 b) Intervention & Support Strategies across Years 8, 9 & 10 c) Liaison on a weekly basis with the Attendance Manager on Attendance & Punctuality across Years 8, 9 & 10 d) Management of the Year 9 Options Information Process including the Organisation of Options Evening e) Work Experience Programme f) BTEC & Vocational Qualifications - Centre Verifier / Quality Assurance g) Community Development h) Organisation of the Annual Community Celebration Evening i) Parental Engagement j) Parents' Forum Discussion Group k) Parent View & Parent Surveys l) Monitoring & Development of the Leading Parent Partnership Award (LPPA) m) Parents' Handbook <i>(with JRI)</i> n) Promotion and Organisation of the House System including associated Rewards <i>(with ECH)</i> o) Charities Coordination <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Year 8 Pastoral Manager <i>(HTH)</i> b) Year 9 Pastoral Manager <i>(ATA)</i> c) Year 10 Pastoral Manager <i>(LWA)</i> d) Pastoral Assistant <i>(ECH)</i> e) Director of Geography <i>(KZI)</i> f) Director of Health & Social Care <i>(KBU)</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Raising Attainment & Progress in Year 11 b) Intervention & Support Strategies in Year 11 c) Liaison on a weekly basis with the Attendance Manager on Year 11 Attendance & Punctuality d) Coordination of E-Bacc and Non E-Bacc Group Meetings e) Organisation of the Extended Tutorial Support / Intervention Sessions f) Organisation of the Year 11 DOS Intervention & other associated Curriculum Evenings g) Prefects h) Organisation of the Annual Year 11 Leavers' Prom Event <i>(with AHA)</i> i) Assessment, Recording & Reporting <i>(with SED)</i> j) Target Setting and Monitoring of Progress <i>(with SED)</i> k) Governors' Key Performance Indicators (KPI's) l) Data Management & Data Protection - GDPR Strategy Group Member m) All Examinations both Internal and External <i>(with SWO)</i> <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Year 11 Pastoral Manager <i>(AHA)</i> b) Pastoral / First-Aid Assistant <i>(TCA)</i> c) Director of Science <i>(PGR)</i> d) Director of History <i>(JLY)</i> e) SIMS/Data Manager <i>(SED)</i> f) Examinations & Student Records Manager <i>(SWO)</i>



SLT RESPONSIBILITIES – 2020-21

Belinda Schofield Assistant Headteacher (Teaching & Learning, Aspiration and Progression)	Rob Clifford Assistant Headteacher (Teaching, Learning and Professional Development)	Rebekah Holt Assistant Headteacher (Student Support, Intervention & Inclusion)
<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Development of Teaching & Learning across the School b) Quality Assurance and Development of Marking, Feedback & Assessment c) Development & Monitoring of Work Scrutiny Programmes d) Gifted & Talented / More Able Students Strategy <i>(with LHA)</i> e) Student Ambassadors <i>(with JRI)</i> f) KS3 University Gateway Aspiration Project <i>(with MWI)</i> g) Careers & Post 16 Guidance <i>(with ASC)</i> h) University, HE & FE Links i) Coordination of our Business Class / CDL Partnership work j) Coordination of the Annual Careers / University Fairs <i>(with ASC)</i> k) Management & Oversight of Student Destination Information l) Safeguarding and Child Protection (Deputy Designated Senior Person) m) Coordination of School Performing Arts Events <i>(with Arts DoS)</i> n) Monitoring & Development of the Arts Mark Gold Award <i>(with Arts DoS)</i> o) SLT Support of Year 10 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Director of PE/Sport <i>(JHR)</i> b) Director of Religious Studies <i>(JMU)</i> c) Performing Arts - including the Directors of Music <i>(RDI)</i> & Drama <i>(JST)</i> d) Gifted & Talented / More Able Coordinator <i>(LHA)</i> e) Director of Careers & Aspiration <i>(ASC)</i> f) *Liaison with SfYP Independent Careers Advisor <i>(MWA)</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Training & Professional Development of Staff b) Induction of New Staff c) Teaching Staff Peer Mentoring/Support Programmes d) Monitoring & Development of Investors in People Award (IIP) e) Development & further progression of the Aspiring Middle Leaders & Teaching & Learning Development Group Programmes f) Early Career Professional Development Programmes for Newly Qualified Teachers (NQT's) & Recently Qualified Teachers (RQT's) g) Initial Teacher Training (ITT) <i>(with MHA)</i> h) Liaison and Coordination of Strategy with the Altius Teaching Alliance <i>(with IIR)</i> i) Development of Teaching & Learning <i>(with BSC)</i> j) National & International School Links including the British Council International School Status <i>(with TKE)</i> k) Cross Curricular Education including the Organisation of Cross-Curricular Days, Activities and Events l) SLT Support of Year 9 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Director of Modern Foreign Languages <i>(FMA)</i> b) Director of Art & Design Faculty (including Graphics, Textiles & Design Technology) <i>(JGR)</i> c) Director of Food Technology <i>(DGA)</i> d) Lead Teacher of Business Studies <i>(ETH)</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Whole School Academic Mentoring & Intervention Systems & Strategies <i>(in conjunction with PWH)</i> b) Management and Oversight of Pathways Provision <i>(in conjunction with PWH)</i> c) Whole School Literacy Strategies including Accelerated Reader Programme <i>(with KBA)</i> and Peer Reading <i>(with JLY)</i> d) Monitoring & Development of the Basic Skills Award e) Promotion of Whole School SEAL/Citizenship & Character Education including provision during Tutor time f) Development of Student Leaders including Leadership Programmes, Debating Groups & Student Voice g) Student Peer Mentoring / Coaching Programmes h) Homework and Independent Learning i) Student Planners <i>(with KTA)</i> j) SLT Support of Year 8 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Pathways Intervention Mentor <i>(AWI)</i> b) Librarian <i>(CPL)</i> c) Sociology
Extended Leadership Team (Volunteer Members)		
Cat O’Gara	Director of Equality & Opportunity	
Matt Williamson	Director of Progress (Y7)	
Jenny Lytham	Director of History	
Alan Hinton	Director Mathematics	