

**SLT RESPONSIBILITIES – 2020-21**

<p style="text-align: center;"><b>Ian Irwin</b> <b>Headteacher</b></p>	<p style="text-align: center;"><b>John Warren</b> <b>Senior Deputy Headteacher</b></p>	<p style="text-align: center;"><b>Pete Whitehead</b> <b>Deputy Headteacher</b></p>										
<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) The Internal Organisation, Management and Control of the School</li> <li>b) The Implementation of all Policies and Procedures Approved by the Governing Body</li> <li>c) Curriculum Provision and the Quality of Teaching and Learning</li> <li>d) Strategic Planning</li> <li>e) Financial Management</li> <li>f) Data Management &amp; Data Protection - GDPR Strategy</li> <li>g) Monitoring of the School Development Plan</li> <li>h) School Self Evaluation</li> <li>i) Subject Audit Coordination</li> <li>j) Admissions</li> <li>k) Exclusions</li> <li>l) Staff Appointments</li> <li>m) Performance Management, Appraisal &amp; Pay Progression</li> <li>n) Staff Requests for Leave of Absence</li> <li>o) Teaching Staff Return to Work Interviews</li> <li>p) Educational Trips and Visits Final Approval <i>(with COG)</i></li> <li>q) National &amp; International School Links <i>(including the ISA with RCL)</i></li> <li>r) Development and Upkeep of the School Website <i>(with MGA)</i></li> <li>s) Marketing &amp; Publicity <i>(Management of Publicity &amp; Alumni Relations Officer (DPA))</i></li> <li>t) Organisation of the Annual Achievement Evening <i>(with JRI)</i></li> <li>u) KS2 Master Class Programme <i>(with LHA/MWI)</i></li> <li>v) Oversight of Y11 Progress and Support of SLT Line Management</li> <li>w) Revision and Additional Study Programmes</li> <li>x) Organisation of Open Evening</li> <li>y) Representing the School Locally and with National Bodies</li> <li>z) Communication with the LA, DfE and Ofsted <i>(inc. Census/Data Returns)</i></li> <li>aa) Liaison with the Governing Body</li> <li>bb) Governors' Risk Register</li> <li>cc) Facilities Hire <i>(with KTA)</i></li> </ul> <p><b>2. Line Management of:</b></p>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) The School in the Absence of the Headteacher</li> <li>b) Safeguarding, Child Protection and Prevent Duty (Designated Senior Person)</li> <li>c) Oversight of Year 7, including Raising Attainment, Progress and Intervention &amp; Support Strategies <i>(in support of MWI)</i></li> <li>d) Timetable and Options Models</li> <li>e) Annual Calendar</li> <li>f) Cover Management inc. Curriculum Support <i>(with KRO)</i></li> <li>g) Assembly Rota</li> <li>h) Support Staff Return to Work Interviews <i>(with JRI)</i></li> <li>i) Duke of Edinburgh Award (DofE) <i>(with SWE &amp; FSH)</i></li> <li>j) Policy Development &amp; Review <i>(with IIR &amp; Staff)</i></li> <li>k) Organisation of the Continuous Quality Assurance (QA) Programme across the School</li> <li>l) Support of Young Carers <i>(with MWI)</i></li> <li>m) Coordination of Fortnightly Whole School Pastoral Manager Meetings</li> <li>n) Coordination of Fortnightly 'Basics' (English &amp; Maths) Directors Strategy Meetings</li> </ul> <p><b>2. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Assistant Headteacher - (Years 8, 9 &amp; 10 and Community Engagement) <i>(PRG)</i></li> <li>b) Assistant Headteacher – (Student Support, Intervention &amp; Inclusion) <i>(RHO)</i></li> <li>c) Director of Progress – Transition (Years 6 &amp; 7) <i>(MWI)</i></li> <li>d) Director of Maths <i>(AHI)</i></li> <li>e) Director of English <i>(GOR)</i></li> <li>f) Cover Manager <i>(KRO)</i></li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Oversight of Special Educational Needs, Disability (SEND), and Medical Needs Provision &amp; Strategy across the School <i>(with HMN)</i></li> <li>b) Inclusion, Intervention &amp; Achievement across the School, including Strategies for PP, LAC &amp; School Support Students</li> <li>c) Pupil Premium &amp; Closing the Gap</li> <li>d) Looked After Children (LAC)</li> <li>e) Progress Tracking &amp; Support of In-Year Admission &amp; Transient Students</li> <li>f) Multi-Agency Engagement</li> <li>g) Coordination of School Counselling Support Services</li> <li>h) Hard to Reach Stakeholder Outreach &amp; Engagement Strategies</li> <li>i) Alternative Provision &amp; Off-Site Education <i>(with MWI)</i></li> <li>j) Behaviour Management Systems</li> <li>k) Coordination of Monthly Intervention Support Panel Meetings (SEN / Pastoral / Inclusion)</li> <li>l) Coordination of Termly Governors' Learning &amp; Inclusion Panels</li> <li>m) Staff Duties, On-Call, Intex &amp; School Detention Rotas</li> <li>n) Buildings Management, including oversight of 2020/21 Buildings Improvement Programme <i>(with DBR)</i></li> <li>o) Health &amp; Safety Strategy, Systems &amp; Policies <i>(with DBR)</i></li> <li>p) Mindfulness, Health &amp; Well-Being Provision</li> </ul> <p><b>2. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) SENCO <i>(HMN)</i></li> <li>b) Estates Manager <i>(DBR)</i></li> <li>c) Behaviour Manager <i>(JHU)</i></li> <li>d) Director of ICT/Computing <i>(JBO)</i></li> <li>e) *Liaison with Building Contractors &amp; Site Manager</li> </ul>										
<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><b>Middle Leadership Team:</b></td> <td>a) Director of Equality &amp; 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>	<b>Middle Leadership Team:</b>	a) Director of Equality & Opportunity <i>(COG)</i>		
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>											
<b>Middle Leadership Team:</b>	a) Director of Equality & Opportunity <i>(COG)</i>											



## SLT RESPONSIBILITIES – 2020-21

<b>Paul Rough</b> <b>Assistant Headteacher</b> <b>(Years 8, 9 &amp; 10 and Community Engagement)</b>	<b>Casey Beever</b> <b>Assistant Headteacher</b> <b>(Year 11 and Performance &amp; Assessment)</b>
<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Raising Attainment &amp; Progress across Years 8, 9 &amp; 10</li> <li>b) Intervention &amp; Support Strategies across Years 8, 9 &amp; 10</li> <li>c) Liaison on a weekly basis with the Attendance Manager on Attendance &amp; Punctuality across Years 8, 9 &amp; 10</li> <li>d) Management of the Year 9 Options Information Process including the Organisation of Options Evening</li> <li>e) Work Experience Programme</li> <li>f) BTEC &amp; Vocational Qualifications - Centre Verifier / Quality Assurance</li> <li>g) Community Development</li> <li>h) Organisation of the Annual Community Celebration Evening</li> <li>i) Parental Engagement</li> <li>j) Parents' Forum Discussion Group</li> <li>k) Parent View &amp; Parent Surveys</li> <li>l) Monitoring &amp; Development of the Leading Parent Partnership Award (LPPA)</li> <li>m) Parents' Handbook <i>(with JRI)</i></li> <li>n) Promotion and Organisation of the House System including associated Rewards <i>(with ECH)</i></li> <li>o) Charities Coordination</li> </ul> <p><b>2. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Year 8 Pastoral Manager <i>(HTH)</i></li> <li>b) Year 9 Pastoral Manager <i>(ATA)</i></li> <li>c) Year 10 Pastoral Manager <i>(LWA)</i></li> <li>d) Pastoral Assistant <i>(ECH)</i></li> <li>e) Director of Geography <i>(KZI)</i></li> <li>f) Director of Health &amp; Social Care <i>(KBU)</i></li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Raising Attainment &amp; Progress in Year 11</li> <li>b) Intervention &amp; Support Strategies in Year 11</li> <li>c) Liaison on a weekly basis with the Attendance Manager on Year 11 Attendance &amp; Punctuality</li> <li>d) Coordination of E-Bacc and Non E-Bacc Group Meetings</li> <li>e) Organisation of the Extended Tutorial Support / Intervention Sessions</li> <li>f) Organisation of the Year 11 DOS Intervention &amp; other associated Curriculum Evenings</li> <li>g) Prefects</li> <li>h) Organisation of the Annual Year 11 Leavers' Prom Event <i>(with AHA)</i></li> <li>i) Assessment, Recording &amp; Reporting <i>(with SED)</i></li> <li>j) Target Setting and Monitoring of Progress <i>(with SED)</i></li> <li>k) Governors' Key Performance Indicators (KPI's)</li> <li>l) Data Management &amp; Data Protection - GDPR Strategy Group Member</li> <li>m) All Examinations both Internal and External <i>(with SWO)</i></li> </ul> <p><b>2. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Year 11 Pastoral Manager <i>(AHA)</i></li> <li>b) Pastoral / First-Aid Assistant <i>(TCA)</i></li> <li>c) Director of Science <i>(PGR)</i></li> <li>d) Director of History <i>(JLY)</i></li> <li>e) SIMS/Data Manager <i>(SED)</i></li> <li>f) Examinations &amp; Student Records Manager <i>(SWO)</i></li> </ul>



## SLT RESPONSIBILITIES – 2020-21

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