



LEADERSHIP RESPONSIBILITIES

SENIOR LEADERSHIP TEAM

DEPUTY HEADTEACHER

- Teaching 0.425
- Monitoring and supporting standards (F.S., K.S.1 & K.S.2)
- Assessment, Recording & Reporting across the whole school
- Annual Reviews
- Whole School Target Setting & Benchmarking
- Curriculum Overview
- Team Leader for P.M.
- Subject Leader for I&RS

HEADTEACHER

- Overall management, organisation and administration of school
- Monitoring and supporting standards throughout school
- Safeguarding
- School Development Plan
- Staff appointments
- Team leader for P.M.
- Promotion and liaison with parents, LA, Governors, external professionals, other schools, agencies & the media
- Assisting with checking Annual Review Reports
- Subject Leader for Technology
- ICT Manager

DEPUTY HEADTEACHER

- Teaching 0.3
- Monitoring and supporting standards (K.S.3, K.S.4 & K.S.5)
- External Communications (Wise Up, Press Releases, Website)
- Specialist School Status
- Accredited Qualifications (AQA)
- Team Leader for P.M.
- Subject Leader for L&C

SENIOR TEACHER

- Early Years & Foundation Stage
- Outreach

ASSISTANT HEADTEACHER

- Teaching 0.8
- Assisting with monitoring and supporting standards at K.S.4
- Continuing Professional Development, INSET and P.M.
- Educational Visits and Out of School Activities Co-ordinator
- Team Leader for P.M. (inc. NQT support)
- Subject Leader for Numeracy

SITE MANAGER

- Maintenance, security and improvement of site
- Supervision of cleaning staff
- Health and Safety Officer (inc. all premises risk assessments, fire regulations and electrical testing)

SENIOR ADMINISTRATION OFFICER

- All school finances
- Personnel data and records
- Administration of the school

SUBJECT LEADERS

SUBJECT LEADER

- Lead, manage, monitor and develop P.S.H.E. across the school

SUBJECT LEADER

- Lead, manage, monitor and develop P.E. across the school

SUBJECT LEADER

- Lead, manage, monitor and develop C&E Arts across the school

SUBJECT LEADER

- Lead, manage, monitor and develop Humanities across the school

SUBJECT LEADER

- Lead, manage, monitor and develop Science across the school

SENIOR CSO ADDITIONAL RESPONSIBILITIES

SENIOR CSO

- Moving & Handling training and Motor Education equipment

SENIOR CSO

- Specialist equipment for eating and feeding

SENIOR CSO

- Bathrooms, hygiene and related equipment

SENIOR CSO

- Essential Qualifications List

SENIOR CSO

- New Staff Mentor

x2