



LEADERSHIP RESPONSIBILITIES

DEPUTY HEADTEACHER

- Teaching 0.2
- Monitoring and supporting standards Assessment, Recording & Reporting
- Annual Reviews and associated processes
- Target Setting and Whole School & Benchmarking
- Attendance
- School Development Planning
- Accredited qualifications
- School self-evaluation
- Operational logistics
- Team Leader for Appraisal
- Subject Leader for I&RS

HEADTEACHER

- Overall management, organisation and administration of school
- Monitoring and supporting standards throughout school
- Safeguarding
- Overview of Personnel
- Behaviour
- Data Controller
- Team leader for Appraisal
- Lead on Capability Procedures
- Liaison with parents, community, Governors, LA, external professionals, other schools & other agencies
- Member of Board of Directors OTSA
- NLE for Teaching School (OTSA)
- Information, Advice and Guidance

DEPUTY HEADTEACHER

- Teaching 0.2 (overall role 0.8)
- Monitoring and supporting standards
- Continuing Professional Development and INSET
- Curriculum Overview
- National Policy Impact Analysis
- School Policies Update Overview
- Second lead for Safeguarding
- Team Leader for Appraisal
- Subject Leader for L&C

SENIOR TEACHER

- Early Years & Foundation Stage
- Outreach

SENIOR TEACHER

- Post-16
- Liaison with post-19 agencies

ASSISTANT HEADTEACHER

- Teaching 0.4
- Monitoring and supporting standards
- Director of Teaching School
- Educational Visits and Out of School Activities Co-ordinator
- External communications
- Team Leader for Appraisal (inc. NQT support)
- Initial Teacher Training
- Subject Leader for Numeracy

SITE MANAGER

- Maintenance, security and improvement of site
- Supervision of external contractors
- Health and Safety Officer (premises risk assessments, fire safety & PAT)

SCHOOL BUSINESS MANAGER

- All school finances
- Personnel data and records
- Administration of the school
- Team Leader for Appraisal

6 SUBJECT LEADERS

Lead, manage, monitor and develop Language & Communication, Numeracy, Science, PSHE, Technology, PE, C&EA across the school

7 CSOs WITH ADDITIONAL RESPONSIBILITIES

Moving and Handling Training & Equipment, Eating & Feeding, Hygiene, Minibus Administration, Team Teach Administration, New Staff Mentor, ICT Learning