**Alleyne’s Academy**

**Distribution of Senior Leadership Roles and Responsibilities 2016-17**

**Karen Lockett (Headteacher)**

All duties laid down in the current School Teachers’ Pay and Conditions Document

**Wendy Moore (Deputy Headteacher)**

All duties laid down in the School Teachers’ Pay and Conditions Document

**Craig Bailey, Becci Cash, Kay Hewson, Tim Tweats (Assistant Headteachers)**

All duties laid down in the School Teachers’ Pay and Conditions Document

**Janet Atkinson (Business Manager), Brian Jones, (Senior Leader)**

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| **K.Lockett – Headteacher****(Leadership, Overall Effectiveness)** |
| Ethos and Values of School Strategic Direction of the AcademySchool Aims School Self-Review Overall school policies Educational networks and relationsLiaison with external agenciesCommunity RelationsLine Manager of all members of SLTPerformance Management Governors OFSTEDStrategic Oversight of CPD/External CPDHuman Resource Issues and StaffingOversight of Finances of the SchoolQuality of learning and teachingOverall direction of the curriculumRaising achievement strategiesOversight of student issuesDeputy Designated Safeguarding LeadParental Complaints and Queries  | **Line Manager of departmental areas:** Mathematics English SciencePost-16Business Studies/ICT Technology MFL **Responsibility for Reporting:*** Whole School Performance
* Whole School Self Evaluation
* Leadership Development
* Performance Management

Standards of Achievement Quality of Teaching Discipline across the school |
| **W.Moore - Deputy Headteacher****(Leadership, Overall Effectiveness)** |
| Oversight of Pastoral Support Oversight of Inclusion Issues Oversight of Heads of Progress and Support Designated Safeguarding LeadLeader of Pastoral Support ProgrammesAttendance Senior Learning Mentor Raising Achievement StrategiesOversight of KS3 including Middle School Liaison & Stone Pyramid Induction of new students Oversight of Open Days and New Parents’ Evening Student Voice Parent Voice Parental Complaints and QueriesSenior Leader of the History Department | **Line Manager of department areas:** SENCO/Learning Support Expressive Arts (Art, Drama, Music)PEHISHOP’s**Responsibility for Reporting:*** LAC
* SEND
* Safeguarding
* Student Voice
* Parental Voice

Standards of Achievement Quality of Teaching Discipline across the school |
| **Becci Cash - Assistant Headteacher****(Curriculum, Leadership)** | **Kay Hewson - Assistant Headteacher****(Curriculum, Leadership)** |  |
| Curriculum PlanInternal ExaminationsWhole School Literacy and Numeracy More Able StudentsOversight of monitoring of pupil progress Oversight of reporting to parents KS4 and KS5 Options BookletsData – Targets, analysis of data, SISRA, school performance etc – oversight.School website**Line Manager of departmental area:** RE/Social Sciences**Responsibility for Reporting:*** Literacy
* Numeracy
* More Able Students
* Extra-Curricular

Standards of Achievement Quality of Teaching Discipline across the school | Curriculum PlanConstruction of timetableDeployment of staffOptions EveningsAllocation of KS4 and KS5 OptionsOversight of External ExamsSchool and Departmental DDP/SEFQuality Nominee BTECAssistant for data and analysis to RCAOversight of Heads of House**Line Manager of departmental area:** GeographyMFL (Link)Cover Supervisors**Responsibility for Reporting:*** Curriculum Plan
* SiP/SEF/SEF Summary

Standards of Achievement Quality of Teaching Discipline across the school |  |
| **Tim Tweats - Assistant Headteacher****(Achievement, Teaching and Learning)** | **Craig Bailey - Assistant Headteacher****(Behaviour and Safety, Achievement)** |  |
| Development and Quality Assurance of Teaching and LearningOversight of Pupil Premium Students CPDNQT (induction Tutor)Associate Teachers (Professional tutor) Strategic Direction of e-learning (Infrastructure)School and Staff Calendars**Line Manager of departmental area:** Post-16 (Link)Pupil Premium Mentors**Responsibility for Reporting:*** Pupil Premium
* CPD
* Quality Assurance of Teaching and Learning
* NQT/AT

Standards of Achievement Quality of Teaching Discipline across the school | Attendance/Lead Attendance Core GroupBehaviour Strategies inc. PAUSEOversight of Looked After ChildrenSafeguarding/Individual Safety and EducationDeputy Designated Safeguarding LeadStrategic Development of PSHE/SMSC/British ValuesOversight of study skills/meta-learningSchool HandbookQuality Assurance – CEIAG **Line Manager of departmental area:** PSHESENCO/Learning Support (Link)**Responsibility for Reporting:*** Attendance
* Behaviour
* Careers Guidance/Student Destinations
* SMSC/British Values

Standards of Achievement Quality of Teaching Discipline across the school |  |
| **Janet Atkinson – Business Manager****(Overall Effectiveness)** | **Brian Jones – Management Information Officer****(Achievement)** |
| Business Manager Financial management of school Human ResourcesLiaise with Site Manager regarding buildings Oversight of Support Staff Health and Safety Officer Publicity/Corporate Image Financial Generation Transport CPD Admin Oversight of Joint Use **Line Management of:**Support Staff ICT Technician Support (LT)**Responsibility for Reporting:*** Value for Money
 | Assessment Data Analysis and information regarding school and student progress Reports to Governors on school and student progress Reporting to Parents **Responsibility for Reporting:*** Summary of School Performance
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