**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 Academy  School Aims  School Self-Review  Overall school policies  Educational networks and relations  Liaison with external agencies  Community Relations  Line Manager of all members of SLT  Performance Management  Governors  OFSTED  Strategic Oversight of CPD/External CPD  Human Resource Issues and Staffing  Oversight of Finances of the School  Quality of learning and teaching  Overall direction of the curriculum  Raising achievement strategies  Oversight of student issues  Deputy Designated Safeguarding Lead  Parental Complaints and Queries | | **Line Manager of departmental areas:**  Mathematics  English  Science  Post-16  Business 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 Lead  Leader of Pastoral Support Programmes  Attendance  Senior Learning Mentor  Raising Achievement Strategies  Oversight 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 Queries  Senior Leader of the History Department | | **Line Manager of department areas:**  SENCO/Learning Support  Expressive Arts (Art, Drama, Music)  PE  HIS  HOP’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 Plan  Internal Examinations  Whole School Literacy and Numeracy  More Able Students  Oversight of monitoring of pupil progress  Oversight of reporting to parents  KS4 and KS5 Options Booklets  Data – 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 Plan  Construction of timetable  Deployment of staff  Options Evenings  Allocation of KS4 and KS5 Options  Oversight of External Exams  School and Departmental DDP/SEF  Quality Nominee BTEC  Assistant for data and analysis to RCA  Oversight of Heads of House  **Line Manager of departmental area:**  Geography  MFL (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 Learning  Oversight of Pupil Premium Students  CPD  NQT (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 Group  Behaviour Strategies inc. PAUSE  Oversight of Looked After Children  Safeguarding/Individual Safety and Education  Deputy Designated Safeguarding Lead  Strategic Development of PSHE/SMSC/British Values  Oversight of study skills/meta-learning  School Handbook  Quality Assurance – CEIAG  **Line Manager of departmental area:**  PSHE  SENCO/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 Resources  Liaise 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 | | |