Swindon Village Primary School

Leadership Responsibilities 2015/6

Head Teacher

Lead TA

Responsibilities/ Accountability:

- Line Manager of TAs eg daily issues, allocation, cover & appraisal etc...
- CPD of Teaching Assistants

Teaching Assistants

Inclusion Manager

Responsibilities/ Accountability:

- SEND, Inclusion & equality
- Line Manager of statemented TAs eg daily issues, allocation, cover & appraisal etc...
- Deputy Designated Safeguarding Lead

'Statemented' Teaching Assistants

Deputy Head

Responsibilities/ Accountability:

- Whole School 'responsibility'
- Deputising for HT
- Curriculum Leader
- Pupil Premium & Narrowing the Gap
- KATs
- CPD of Teachers
- Associate Governor
- Whole school behaviour

Non class-based teaching staff

Head Teacher

Responsibilities/ Accountability:

- Strategic leadership & vision setting
- Attainment
- Deployment of teaching staff & teachers' supply
- Assessment including whole school tracking
- Designated Safe-guarding Lead
- Whole school behaviour
- School Development Planning

Leadership Team

Assistant Heads

Responsibilities/ Accountability:

- Whole School 'responsibility'
- Teaching and Learning in Phase
- Attainment in Phase
- Overview of Phase's Performance Information
- Behaviour of children in Phase
- Strategic Leadership of a Core Subject

Teachers in Phase

SBM

Responsibilities/ Accountability:

- CPD of Non-Teaching Staff
- Resources
- Finances
- Premises inc. H&S
- Human Resources – eg contracts, payroll, timesheets
- Lettings

Secretary
Site Manager
Finance assistant
Clerical Assistant
MDS

JD - March 2016