

Baines School – SLT Roles and Responsibilities (September 2017)



	Headteacher (ACh)	Deputy Head (CRo)	Assistant Headteacher (AMk)
JOB ROLE	To provide whole school leadership and direction to ensure high quality provision of education.	To deputise for the HT and to provide the strategic lead for teaching and learning within a curriculum that supports and motivates all pupils.	To be responsible for assessment, data and tracking, to ensure school systems, processes and assessment support high levels of achievement and progress.
ASSOCIATED TASKS	<ul style="list-style-type: none"> ▪ Ethos and strategic direction ▪ School improvement planning ▪ School performance ▪ Professional standards and performance ▪ Leadership development ▪ Financial planning and allocation of school resources ▪ Supporting Governance development/Liaison with foundation and Former Pupils' Association ▪ Self-Evaluation framework and Ofsted preparation ▪ Strategic management of premises and health and safety ▪ Communication and public relations (With AHT) ▪ Professional Mentor ▪ Staffing and HR ▪ Appraisal of staff (with DHT) ▪ Oversight of EVC ▪ Links with DfE, Ofsted and LA. 	<ul style="list-style-type: none"> ▪ Deputising for the Headteacher. ▪ Leadership of Teaching and Learning (with AHT) including, marking and feedback policy and Totality of Performance for teaching staff ▪ Leadership of Subject/curriculum leaders ▪ Safeguarding, DSL for Child Protection & welfare ▪ Oversight of Pastoral Support Team including CPD (well-being and pupil support) ▪ INSET/CPD design and delivery ▪ Appraisal of teaching staff (with HT) ▪ School Monitoring & Evaluation schedule ▪ Oversight of whole school literacy and numeracy ▪ Lifeskills curriculum & oversight of alternative provision ▪ Lead professional link with LA for SLT. 	<ul style="list-style-type: none"> ▪ Assessment, Tracking, Reporting, Recording policy and strategic development ▪ Leadership of target setting ▪ Strategic leadership of identifying potential underachievement and targeting interventions ▪ Line management of Data Co-ordinators and examinations officer ▪ Strategic oversight of KS3 'Life without Levels' and new KS4 Assessment methodology ▪ RAISE analysis and FFT, strategic lead for SISRA ▪ BTEC Quality Nominee ▪ Management of Site Supervisor Team and external contractors ▪ Line Management of Network Manager.
GOVERNOR ACCOUNTABILITY	Ultimately responsible to Full Governing Body for school standards and performance. Health & Safety Group Curriculum Committee Finance & General purpose	Curriculum Committee – Teaching and Learning, CPD, safeguarding and welfare	Curriculum Committee – Assessment, data analysis/school performance, pupil progress
SLT LINK DEPARTMENTS	Maths, Science, History, Pupil Premium SLT Link Founders House	SEND, English and RE SLT Link Tomlinson House	6 th Form, Business Studies/IT SLT link Year 11
SEF/SIP ACCOUNTABILITY AREAS	<ul style="list-style-type: none"> ▪ Overall effectiveness ▪ Leadership and management 	<ul style="list-style-type: none"> ▪ Teaching and Learning plus impact upon outcomes. ▪ Safeguarding. 	<ul style="list-style-type: none"> ▪ Student Outcomes

	Assistant Headteacher (MMg)	Assistant Headteacher (GMs)	Head of Sixth Form (EKr)	Bursar (JHa)
JOB ROLE	Curriculum Planning, timetable, Attendance and Behaviour.	Teaching and Learning, marketing and community	Responsibility for the quality of provision in the 6 th form. To include recruitment, retention and achievement.	Financial planning and efficient management of resources (with HT)
ASSOCIATED TASKS	<ul style="list-style-type: none"> Strategic leadership and line management of Head of House and Pastoral Support teams School performance – attendance, exclusions, behaviour. Curriculum planning, staff analysis, deployment of staffing and timetable production Strategic leadership of Personal Development (to include Anti-bullying, SMSC, British Values, CEIAG, enrichment) Development of role of Form Tutor Management of pupil intervention strategies for specific groups and monitoring of impact – including SEN and Pupil Premium Options processes 	<ul style="list-style-type: none"> Joint leadership of teaching and learning with DHT, including work scrutiny, raising boys achievement, pupil voice and developing staff pedagogy Leadership of process and impact of staff coaching triads Teaching and learning support plans and INSET/CPD design according to identified needs. Research and dissemination of current models of best practice Transition (KS2-3) and primary liaison Marketing and promotion Community engagement 	<ul style="list-style-type: none"> Leadership of sixth form Marketing and recruitment (Sixth Form) KS5 curriculum (with HT/DHT) Cost-effectiveness and VFM of Sixth Form (with HT/Bursar) KS5 data, tracking and achievement Identification and challenge of student and subject underperformance. Management of the 16-19 Bursary Scheme Sixth Form self-evaluation. KS5 PSHE/Enrichment Reserve DSL for Safeguarding/Child Protection. Quality of Teaching and Learning of Post 16 (with DHT/AHT) Transition (KS4/5), UCAS, CEIAG and destinations Member of LA post-16 network meeting. 	<ul style="list-style-type: none"> Financial planning, budget preparation and monitoring Capitation Premises development costings Best value Line management of catering Payroll Servicing Governors' finance and General Purposes Committee Safeguarding/safer recruitment – DBS clearances, safer recruitment training and maintenance of SCR Supporting HT with personnel matters Lettings and community use Sourcing possible income generation.
GOVERNOR ACCOUNTABILITY	Curriculum Committee – Personal Development, Behaviour and Attendance	Curriculum Committee – quality of teaching.	Curriculum Committee and Finance Committee	Finance and General Purpose Committee/Personnel
SLT LINK DEPARTMENTS	MFL and Creative Arts SLT link Whittington House	ILC, Geography and PE SLT link Stafford House		
SEF/SIP ACCOUNTABILITY AREAS	Personal Development, Behaviour, and Welfare	Teaching and Learning, Stakeholder development	Quality of Sixth Form Provision	