

Leadership Team Roles and Responsibilities

This is not an exhaustive list, rather the main areas of responsibility.

Headteacher – Steve Edmonds

- Strategic management and liaison with LA, EFA , the Governors and other agencies - all teaching and learning and curriculum structures, support and administrative procedures.
- School Self Evaluation and Inspection issues.
- Recruitment and all Personnel issues.
- Lead and line manage SLT.
- Teaching and Learning.
- Strategic management of school budget and school buildings.
- Appraisal Systems.
- Students tracking and target-setting in all Key stages.
- Oversight and responsibility for ICT (along with GT).
- Designated Senior Person (2).

Deputy Head - Student Performance and Intervention, KS4 - Vacancy

- Overall management of Pastoral and Student Welfare Structures and all systems relating to it.
- Monitoring and Evaluation of all pastoral systems.
- Student Discipline in and out of class.
- Overall responsibility for tracking systems in relation to behaviour including exclusions, rewards and sanctions.
- Behaviour modification systems and services.
- Attendance in KS4 and overall oversight of attendance.
- To develop and monitor the quality of provision in KS4.
- To monitor achievement and standards in KS4, and put in place interventions to raise them further.
- To monitor and actively promote the personal development and well-being of all students in KS4.
- Monitoring and support of vulnerable students in KS4.
- Line Manage Heads of Year in KS4 and their teams.
- Line Manage named departmental areas.
- Student Voice.
- Admissions and the Appeals process.
- Parent Liaison.

Assistant Head KS3 Intervention and Progress- Helen Dafforne

- Manage transfer arrangements from KS2 to KS3, securing continuity and progression.
- To monitor achievement and standards in KS3, and put in place interventions to raise them further.
- To develop and monitor the quality of provision in KS3.
- To monitor and actively promote the personal development and well-being of all students in KS3.
- Monitoring and support of vulnerable students in KS3.
- Manage the KS3-KS4 Options process.
- Attendance in KS3.
- Line Manage Heads of Year in KS3 and their teams.
- Line Manage named departmental areas.
- Designated Senior Person (1).
- Responsibility for all safeguarding in school including E Safety.
- Looked after children.
- Co-ordinate the school's Anti-Bullying programmes, including the achievement of relevant quality marks.

Assistant Head – KS5 Intervention and Progress – Sarah Metcalfe

- Line Manage Heads of Y12 and 13 and their teams and provide Leadership to the Sixth Form.
- Line management responsibilities for named departments.
- Oversight of 16-19 Bursary.
- To monitor achievement and standards in KS5, and put in place interventions to raise them further.
- To monitor and actively promote the personal development and well-being of all students in KS5, including the overview of the UCAS application process.
- Represent the school on the Learning Community CEIAG group.
- Line Manage IAG 11-18 and oversee the work of the work experience and careers co-ordinator.
- School Journey Co-ordinator.

Assistant Head – Curriculum and Progress – Ros Mason

- Oversight of Assessment, Recording and Reporting.
- Curriculum forward planning and timetable construction including oversight of new curriculum developments.
- Liaison with external providers and monitor the quality of student feedback provided from them.
- Attainment Data Analysis and Development.
- Line management responsibilities for named departments.
- Student tracking and target setting in all key stages.
- Represent the school on Learning Community Curriculum group.
- Line Management of Cover Secretary.
- Line Management of Exam Officer.

Assistant Head Teaching and Learning – Michael Payton-Greene

- Quality Assurance and professional standards - including monitoring delivery of the BCS Teaching and Learning Handbook.
- Promotion and development of learning and teaching across the school with a specific emphasis on:
 - Achievement of Boys
 - Achievement of More Able students
 - Achievement of Disadvantaged students
- Actively promote the sharing of best practice across the school.
- Development of coaching.
- Line management responsibilities for named departments.
- Staff Induction Procedures.
- Continuing Professional Development.
- Pupil Premium Co-ordinator.
- Line Managing the Learning Mentors.
- Study Support and Out of Hours Learning.

All these posts carry out general leadership duties - on calls, dinner duties, dealing with daily issues, high visibility around the school, contribution to SLT rotas.

Business Manager - Glenn Turner

- Daily management and oversight of school budget.
- Financial projections.
- Management of school building stock in liaison with site Manager.
- Health and Safety.
- Line management of all support staff.