

Sutton Grammar School Senior Leadership Team

The organisation of the Senior Leadership Team and the pattern of two boards (academic and pastoral) is well established at Sutton Grammar School. The Deputy Head takes a wide ranging set of responsibilities which have been focused in the areas of pastoral support and behaviour management (her own areas of special interest), but also making very large contributions in her own teaching of English and Global Perspectives. We seek to appoint the person with the right personal qualities who will complement the team established by Gordon Ironside. The obvious gap will be to replace Ingrid's experience and expertise in the areas of behaviour management and pastoral support but the rest of SLT is experienced and we can adjust roles within the team to fit the best person.

In addition to the Headmaster, the rest of the team currently are:

Simeon Brook – Assistant Head: Curriculum coordinator, Chair of Academic Board. He is also the former Director of Music. His brief includes the management of target setting, the website and other IT services such as Show My Homework, challenge days and he is responsible for the timetable.

Neil Price – Assistant Head: assessment, exams, CPD, performance management, extra-curricular enrichment, teacher training, publicity and the calendar. Neil was formerly the Director of Drama. He is also a regular reviewer in Sutton School Teaching Reviews.

Elaine Beach – Bursar: Resources and Services. The school has greatly improved its buildings and equipment over recent years, mostly with self-managed fundraising and project management. The Bursar ensures that high quality services support teaching.

Ingrid Sutherland – Deputy Head: Pastoral and Personal Development. The Pastoral Board, chaired by the Deputy Head, comprises the three heads of school (Lower School, Upper School and Sixth Form) the Head of Y7, the SENDCO and the Head and Deputy Head. Line management of this team and their pastoral work is a key role of the Deputy Head. The Pastoral Board produces and reviews a wide range of school policies. The Deputy Head takes charge of the school in the absence of the Headmaster.

Good communication with the staff is an important feature, and the co-ordination of non-routine events is often undertaken by the Deputy Head. One current role is the organisation of parents' evenings. We have very efficient sessions with high turnout by parents: much of this is down to the personal attention to detail by the Deputy Head.

The Deputy Head attends the main Trust Board (Governing Body) meetings, officially as an observer but also making regular reports and participating in discussions.

The current Deputy Head has used much of her time to lead, guide, advise and inspire pupils and colleagues. Academically this has been through her own teaching and leadership of initiatives like the global perspectives programme. All our senior team teach and lead by example.

To some extent the existing list of areas of responsibilities is a description of what the current post holder does, adapted over time to take into account her interests and experience. However, the SLT is a strong and flexible one and sharing, rotating or changing responsibilities is possible after appointment to make best use of the skills of the new Deputy Head as well as the rest of the team.

The Senior Leadership Team meets as a formal group weekly, but members will work closely with each other outside these meetings and the list of jobs and responsibilities is not to be seen as limiting the contribution of the new Deputy Head in any areas of the life of the school. The following two pages giving details of roles of the current team are taken from the staff handbook for 2017-18.

Senior Leadership Team Structure 2017-18

Headmaster Gordon Ironside	Lead SLT Accounting Officer of the Trust Board member of the Sutton Grammar Trust (ex officio) Strategic Planning Policy review Self evaluation (SEF) and School Reviews External relations (e.g. LA, Sutton Schools Forum, PTA, OSA, Sutton Academy Partnership) inc official returns (EFA,DfE, LA) Serious issues about staff and pupils (e.g. exclusion) Designated Lead for Child Protection (DSL) Recruit teachers and senior support staff Admissions SLT link with information systems, networks, data protection, records
Pastoral and Personal Development Ingrid Sutherland Deputy Head	Lead heads of school, chairing Pastoral Board Behaviour Guidance (careers, UCAS) Parents evenings Pastoral services inc counsellor, school nurse, signposting, PASS Deputy Designated Lead for Child Protection Target setting and review SEN (inc gifted and talented) PSHEE /citizenship / healthy schools Personal development: moral, cultural and spiritual development House system Daily Notice Attendance Student Voice SLT link with modern foreign languages, maths, and performance faculties
Curriculum and Assessment Simeon Brook Assistant Head	Curriculum co-ordinator, Chair of Academic Board Curriculum for KS3/KS4/ KS5 Challenge Days Timetable Website Pupil tracking and target setting (grade targets from, L3VA, FFT, KS2 +baseline) Key Assessments Library SLT link for Show My Homework SLT link with science and English faculties
Resources and Services Elaine Beach Bursar	Lead support staff team Budget Financial management including orders, contracts, educational visits (insurance, link with EV governor) Project management Personnel function including salary/pensions Health and safety SLT link with premises management, catering, cleaning

<p>Assessment, CPD, and Extra-Curricular</p> <p>Neil Price Assistant Head</p>	<p>Examinations (external and internal)</p> <p>Assessment and reports</p> <p>CPD – whole school inset/accredited CPD e.g. MA, MLDP,)</p> <p>Teacher training (e.g. SCITT)</p> <p>Induction for all staff</p> <p>Performance management /CPD courses to meet targets</p> <p>School calendar</p> <p>Publicity, prospectus, magazine, newsletter</p> <p>Extra-curricular (sport, drama, music, CCF, debating etc), Chair of Curriculum Enrichment Group</p> <p>Educational visits</p> <p>Deputy roles for child protection and recruitment (TES)</p> <p>SLT link for School Reviews (as external reviewer)</p> <p>SLT link with humanities, applied studies faculties</p>
---	--

Information and data are very important in the efficient operation of the school.

The Head of Information Systems is Marco Parkinson and some key lines of responsibility and data flow are shown on the diagram below.

Head of Information Systems: Marco Parkinson

Data Protection Officer: Neville Wrench

Most school data – personal information about students, progress and achievement data, timetables, etc is stored securely and is accessible only to authorised staff. Some key areas of data use and the teams working in these areas are shown below. The overall lead for each area is marked in bold.

