Senior Management Team Job Roles

- These are the proposed job roles in 2018-19
- They reflect the skills, interests and experience of the current post holders.
- These roles will be reviewed during the course of the next academic year.

HEADTEACHER: Neil Spurdell

Strategic Direction of and Vision for the School: working with the Board of Governors to build on the school's achievements and take it forward; overseeing and monitoring the school improvement and development plans; consultation with staff and governors; leading the whole school community in maintaining ethos, formulating policy and monitoring the performance of the school in the pursuit of its aims

Teaching and Learning: overall responsibility for the curriculum and its assessment

Ethos and Pastoral Care: responsibility for maintaining an environment which promotes effective learning and high standards of achievement and discipline

Leadership and Management: working closely with SMT, leading and managing the staff team in planning the tasks and workload to be undertaken by groups and individuals, ensuring the delegation of tasks and responsibilities and establishing clear lines of accountability

Effective Management of Resources: working closely with senior staff and governors to attract and retain high calibre staff; managing school finances effectively; managing and developing the physical environment and accommodation

The School in the Wider Community: responsibility for fostering positive relationships between the community and the school and for managing relationships with external agencies.

NCS will also lead on admissions, appointments, the school development plan, SEF, marketing and China Partnership

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DEPUTY HEAD 1: Susan Powell
Personnel, Care and Guidance

Personnel:
- Appointments (in association with Head)
- ITE and links with training institutions
- NQTs and new staff

Pupil support, care and guidance
- Pupil behaviour and attitudes
- Attendance
- Monitoring pupil progress, including pupil premium pastoral intervention
- Support provision, including outside agencies

Chair and line manager of year heads team, including performance reviews
Oversight of pastoral development planning
Line management of pupil support team
School-to-school support
Oversight and line management of external exams administration
Safeguarding
Staff Handbook
Service of Governors' Staffing, Care and Guidance Committee
Designated teacher for looked after children

DEPUTY HEAD 2: Timothy Rand
Curriculum, Development and Planning

Curriculum planning and developments assisted by AH1
Timetable
Oversight of faculty development planning
Year 9 and sixth form options systems
Homework – timetable and monitoring of provision
Co-ordinating ICT Development
Chair and line manager of faculty heads, including performance reviews
Service of Governors' Curriculum committee and attendance at Governors' Premises Committee
Transport
School calendar
Assessment
Development of school reports and reporting systems
Data, including monitoring of pupil premium students, and target setting
Equalities Policy and Equalities group

ASSISTANT HEAD 1: Maria Lewis **Teaching and Learning** Leading and coordinating developments in teaching and learning, including feedback and marking, to raise achievement Leading and coordinating teaching and learning training programmes (with AH2), including the teaching and learning group Oversight of the VLE (Frog) and whole-school website development Overseeing curriculum enrichment opportunities (with AH2) Managing the enrichment budget, including external funding streams and opportunities Coordination (with others) of after-school events for teachers and parents Oversight of whole school display Whole school marketing (with headteacher)	**ASSISTANT HEAD 2: Emma le Fleming** **Staff Development and Pupil Care** Continuing Professional Development (including staff development days, coaching and federation working) Pupil support, care and guidance - Pupil behaviour and attitudes - Monitoring pupil progress - Support provision, including outside agencies - KS2/3 transition Representation of Sheldon at Chippenham Area Partnership meetings Liaison with KS3 year heads Lunch times and MDSAs Oversight of Staff cover and line management of cover manager SMT member responsible, alongside AMD, for the coordination of Open Evening and Awards Evening Health and Safety Co-ordination (with school business manager), including school visits Staff duties
ASSISTANT HEAD 3: VACANCY **Head of Sixth Form** Lead and manage the sixth form, including: - Line management of heads of Year 12 and 13 - Marketing and recruitment within sixth form - Quality of teaching and learning within sixth form - Quality of tutoring within sixth form - Development of curriculum within sixth form (with DHT2) and utilisation of data to positively affect sixth form outcomes - Liaison with outside agencies, especially universities and workplace providers - Pupil care: day-to-day issues, attendance, behaviour, reviews, progress - Work with parents - Plan effective transition to sixth form - Work with the senior student team - Oversight of the most able provision whole-school	**SCHOOL BUSINESS MANAGER: James Couchman** Finance, including: - Budget construction, monitoring and forward projection - Strategic financial planning - Bids for grants and income generation. - The procurement of capital projects Leading, managing and co-ordinating the support services, as well as the maintenance and development of the facilities including: - Buildings, facilities, grounds, health and safety compliance - Major support service contracts - Administration services - Recruitment and personnel management for all support staff - Direct line management of support staff serving in finance, personnel, facilities maintenance, administration and commercial letting roles. Service of the Governors' Finance & Premises Committees.

ALL: Whole-school objectives
            School ethos and discipline
            Budget planning and monitoring
            Parent forums
            SMT representation at parents' evenings and school events
            Duty team leadership