SLT Roles and Responsibilities

2018-2019

David Wybron - Headteacher

Office at Upper School

Main Responsibilities:

- Personnel
- Strategic direction of the school
- Support for the SLT team
- Monitoring and evaluation
- Partnership with Governing Body
- Working with partnership schools
- Multi-Academy Trust Developments
- School budget and monitoring
- Raising achievement
- SLT link to Languages
- Use of Pupil Premium funding

Committees:

◊ Senior Leadership Team (SLT)
◊ Governors' Finance Committee
◊ Governors' Facilities Committee
◊ Partnership Headteachers
◊ Single Site Working Group
◊ Full Governors' meetings

Karen Vear – Deputy Headteacher (Pastoral)

Office at Lower School

Main Responsibilities:

- Day to day management at Lower School including staff support, student welfare and behaviour
- Management of the Tutorial System
- and the PSHE and Citizenship Curriculum
- Child Protection
- SLT link to Head of Year 8
- Inclusion, including Learning Support
- SLT link to Learning Support (with Curriculum Deputy)
- Behaviour Management
- Liaison with Outside Agencies
- Management of Heads of Year, School Health Nurse, School Counsellors
- Hardship Fund, Thame Welfare Trust,
- Student Councils and Student Voice
- Oversight of operational elements such as Fast Forward meetings and multi-agency meetings
- Use of Pupil Premium funding to raise achievement and well being (with Curriculum Deputy Headteacher)

Committees:

◊ Pastoral Heads
◊ Governors' Pastoral Committee
◊ Student Support
◊ Full Governors' meetings

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Jon Ryder – Deputy Headteacher (Curriculum)

Office at Upper School

Main Responsibilities:

- Curriculum and curriculum development throughout all Key Stages
- Development of effective teaching and learning
- Timetable and monitoring of staff changes
- Raising achievement Lead
- Staffing Budget and Faculty Budgets
- Performance data analysis and target setting
- Development of Library Services
- SLT link to Mathematics, Creative Arts & Learning Support
- Leadership of Heads of Faculty
- Leadership of Examinations and Assessment Team
- Day to day management at Upper School, including staff support, student welfare and behaviour
- Use of Pupil Premium funding to raise achievement and well being (with Pastoral Deputy Headteacher)

Committees:

◊ Heads of Faculty

◊ Governors' Curriculum Committee

◊ Full Governors' meetings

Tim Scott – Assistant Headteacher (Upper School)

Office at Upper School

Main Responsibilities:

- Day to day management at Upper School, including staff support and student welfare
- Child Protection
- Behaviour management
- SLT link to Heads of Year 10 & 11
- SLT link to Careers and PSHE Co-ordinator
- Fast Forward Years 10 & 11
- Staff development and training
- Performance Management
- Multi-agency work Years 9 – 11
- OTSA Middle Leaders Course Facilitator
- Recruitment and Initial Teacher Training through OTSA

Committees:

◊ Key Stage 4

◊ Staff Development, Welfare and Training

◊ Governors' Personnel Committee

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Ger Phillips – Assistant Headteacher (Lower School)

Office at Lower School

Main Responsibilities:

- Day to day management at Lower School including staff support, student welfare and behaviour, including Isolation Channels
- Child Protection in absence of Deputy Headteacher (Lower School)
- SLT link to Head of Year 9 & SLT rep at FFWD
- SLT link to Technology
- Chair of Curriculum continuity, Key Stage 2-3 Primary Partner Schools
- Vocational courses including internal verification for BTEC programmes
- Learning developments, including literacy and numeracy across the curriculum
- Catch up programmes in Mathematics & English for Year 7
- Cover Advice and line management of Cover Manager
- Lower School Student Council and Student Voice
- Absence Monitoring of Teaching Staff
- Support for OBEA activities

Committees:

- ◊ Key Stage 3 Committee
- ◊ Curriculum Continuity
- ◊ Rewards and Sanctions
- ◊ Literacy Working Group

Sheryl Galpin – Assistant Headteacher (Upper School)

Office at Upper School

Main Responsibilities:

- Assessment and target setting
- Reports, Reviews and Communication with Parents
- Improving the quality of teaching and learning
- Staff Development (aspects of Professional Tutor role)
- INSET and Training Calendar
- SLT link to Science and ICT
- Most Able Students
- Student and Staff Planners
- Student Council (Upper School)
- Day to day management at Upper School, including staff support, student welfare and behaviour
- OTSA Middle Leaders Course Facilitator

Committees:

- ◊ Assessment, Reviewing and Reporting
- ◊ Oxfordshire and Buckinghamshire post 16 network

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Rob Brooks – Assistant Headteacher

Office at Lower School

Main Responsibilities:

- Day to day management at Lower School including staff support, student welfare and behaviour
- Raising achievement - PIXL Lead
- Aspects of Extended Services provision, particularly with vulnerable groups
- Trips and visits
- Duke of Edinburgh's Award
- SLT link to Head of Year 7
- Calendar
- SLT link to PE
- Promotion of extra-curricular Sport

Committees:

◊ Duke of Edinburgh's Award Steering Group

Johnny Hammond – Assistant Headteacher (Head of Sixth Form)

Office at Upper School

Main Responsibilities:

- Raise achievement in targeted areas
- Monitoring and evaluation of student progress at 16+
- Management and development of the Sixth Form curriculum
- Student wellbeing
- Leadership of the 16-19 Tutor Team
- Line Management of Heads of Years 12 and 13
- Fast Forward Years 12 and 13
- Student participation in Extra Curricular activities in Sports, the Arts, Community Work, Expeditions etc.
- Advice and support for post 16 students, including Independent Learning, UCAS and Oxbridge entrants
- Sixth Form recruitment, including online applications

Committees:

◊ Key Stage 5 Committee

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Dawn Joshi – School Manager

Office at Upper School

Main Responsibilities:

- Leadership of Personnel Department and personnel policies and procedures
- Safeguarding in relation to employment
- Equality & Diversity initiatives
- Staff development training programme, including staff welfare/work-life balance
- Support staff Appraisal
- Management of central support staff teams
- Communication and Management Information Systems including SIMS, InTouch and Website
- Specific support for student timetables and co-ordination of information for the start of academic year
- Data management and security
- Responsibility for statistical returns including School Census and Workforce Census
- Overview of quality control

Committees:

◊ Support Staff Network Group

◊ Thame Partnership Administration Group

◊ Safeguarding Committee

◊ Governors' Personnel Committee

◊ Single Site Working Group

Peter Brown – Finance & Business Manager

Office at Upper School

Main Responsibilities:

- Manage the school's financial and business activities including cash flow, bank reconciliation and pay-roll
- Prepare budget forecasts for SLT and Governors
- Annual and 3 year budget planning and reporting
- Preparation of annual accounts
- Internal and External Controls
- Income generation
- Line Management of Heads of ICT and Premises

Committees:

◊ Governors' Finance Committee

◊ Governors' Facilities Committee

◊ Audit Committee

◊ Marketing and Fundraising Working Group

◊ Business and Finance Managers Network

◊ Single Site Working Group