



ACES ACADEMIES TRUST

Hinchingsbrooke Senior leadership Team - Key Responsibilities

The current responsibilities for the senior leadership team are tabulated below. These may be altered and renegotiated by the Head of School according to circumstances.

The two Vice Principals ensure the smooth running of the school, along with the Assistant Principals. Although the Vice Principals have broadly defined areas of strategic responsibility and a number of systems and processes that they personally oversee, they work very closely together and have the flexibility to manage any aspect of the day-to-day running of the school.

Name	Strategic lead for	Exemplar responsibilities
Simon Cooke (Vice Principal)	Ethos & Culture, welfare, pastoral care and guidance, communications, partnerships and links.	Behaviour & Discipline; Attendance & Exclusions; Rewards & Sanctions; Student well-being; Assemblies, theme of the week & golden antlers. Student Leadership, School Council & Student voice; House system; Specialist links including HSSP; Oversight of examinations; Learning Support, SEND. Partnerships including with Primary schools, the Hinchingsbrooke Alumni Association and international links.
Anna Nightingale (Vice Principal)	Achievement, Teaching & Learning, Curriculum & CPD.	Teaching and Learning; Staff well-being; Staff Development & INSET; Teacher recruitment & Appraisal; Self-Review, SEF & Development planning; Ofsted preparation; Blue Sky lead; PiXL lead; Chair of the Achievement Team. Data team; Options; Timetabling.

Of the seven Assistant Principals, four are Heads of Faculty as outlined below, and the other three have specific areas of operational responsibility. From time to time development opportunities are created for other aspirational senior leaders to join SLT as an Associate member, with a specific remit for one or two years, as part of their professional development.

Name	Head of Faculty	Faculty responsibilities	Other responsibilities
Matthew Pinder	ARTS Administrator: Jodie Brasher	Quality & consistency of Teaching & Learning; Standards of progress and attainment; Research & Development of pedagogy; Coaching & Mentoring; Oversight of cover within the faculty.	Pupil Premium – compliance & impact Co-ordination of external intervention strategies and primary contact for the providers Timetable
Helen Fullard	CORE Administrator: Rachel Kitt	Quality & consistency of Teaching & Learning; Standards of progress and attainment; Research & Development of pedagogy; Coaching & Mentoring; Oversight of cover within the faculty.	Chair of the T&L team <ul style="list-style-type: none"> Stretch & challenge (esp. most able and K group) Cross curricular and cross phase curriculum development Questioning and thinking hard Flipped learning / independence Year 7 catch-up



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Kate Tandy	GLOBAL Administrator: Dani Dow	Quality & consistency of Teaching & Learning; Standards of progress and attainment; Research & Development of pedagogy; Coaching & Mentoring; Oversight of cover within the faculty.	New staff induction and NQTs Communications & parental engagement Chair of CEIAG team <ul style="list-style-type: none"> • Business links • Employability skills • Apprenticeships
David Pendlebury	STEM Administrator: Jackie Moore	Quality & consistency of Teaching & Learning; Standards of progress and attainment; Research & Development of pedagogy; Coaching & Mentoring; Oversight of cover within the faculty.	Doddle - assessment & reporting Homework Target setting and tracking

Assistant Principals – non-Heads of Faculty

Name	Title	Responsibilities
Charlie Fordham	Head of Sixth Form	All matters relating to the Sixth Form which include <i>inter alia</i> , recruitment & admissions, transition, curriculum, monitoring & tracking, quality of tutoring, information advice & guidance, external agencies, liaison with HEI & student leadership; HAA (Alumni).
Tony Heath	Assistant Principal Inclusion	Admissions including in-year transfers. Safeguarding and Child protection; Inclusion; Alternative provision; Gateway School; Emotional and social well-being; Inclusion & equal opportunities; Named senior person for LAC, DSP for CP, Prevent officer, Drugs officer, police and social care link.
Chris Pape	Assistant Principal Student progress	Tracking and promoting student progress across all year groups 7-11. Line managing Heads of Year, Attendance Officer and Student Support Officers. Quality of Tutoring and use of tutor time. PiXL EDGE; Attendance; Academic Review Days; use of Blue Room and Restorative approaches; Easter revision school.

Associate member of SLT

James Leigh (Head of History)	QA processes; (Work scrutiny, Room with a view, drop ins and learning walks). Sharepoint VLE development.
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