



## SLT Roles and Responsibilities 2023 -24

	<b>SBM</b>	<b>DH</b>	<b>DH</b>	<b>AH</b>	<b>AH</b>
<b>Strategic responsibilities</b>	Budget Finance Facilities Administration HR procedures	Curriculum Teaching & Learning Progress Sixth Form	Ethos, Behaviour and Inclusion	Ethos and Behaviour (with CG) 'Operating Systems / Duties'	Staff wellbeing Parental engagement Student voice Teaching & Learning (with JP) Professional Development
<b>Line management</b>	IT Facilities Media Technicians (with TS) Communications and Reprographics (with TS) Lunchtime supervisors	Heads of House AH: Progress AH: Sixth Form English Sociology & H&SC CPSHE Data manager	AH: Behaviour AH: Safeguarding & Transition Inclusion (SEND, SDS, The House) Maths	PST Behaviour Leads IER Computing & ICT DT School Police Officer	Art & Photography Music Drama Library (with SR) ITT Co-ordinator
<b>Additional responsibilities</b>	Health & Safety IT strategy	Timetable	Admissions Exclusions FAPs Medical needs	Off-site provision	Student Leadership External CPD Professional Development Review
<b>Meetings / Agendas</b>		Heads of House Core HODs Governors (att)	Inclusion Governors (att)	HOYs & PST / 'Duty team' Inclusion (att)	Student Leadership
<b>Publications</b>	Calendar Website: compliance	Break duty rota Door posters Updating website: - Curriculum - T&L	Updating website: - EBI policies - SEND	SLT Detention rota Duty rota	Updating website: - For parents - Student Leadership - For staff
<b>Policies</b>	Staffing & HR Finance	Teaching & Learning policies	Behaviour RSHE Equalities statement Anti-bullying SEND Safeguarding & CP		Wellbeing CPD
<b>Events</b>	Governors – Finance Committee		Governors' warnings		Parents' Evenings & events

	AH	AH	AH	AH	AH
<b>Strategic responsibilities</b>	Assessment & Reporting Flexible Learning (EVC) Attendance	Transition Safeguarding	Sixth Form	Progress (with JP) Interventions	Coaching Lead Teaching & Learning (with JP) Digital learning strategy
<b>Line management</b>	Exams DofE Science Economics & BIS	Safeguarding team Careers Psychology PE	Heads of Year Wessex staff CRO (with SR) Media technicians (with SR) Media & Film Government & Politics EPQ	Academic Coaches Alumni Tutors History Geography BTEC / Digital Learning Co-ordinator	ECT Co-ordinator Academic writing coach RS MFL
<b>Additional responsibilities</b>		Primary transfer Choices	Wessex Supervised Study Year 12 recruitment Year 7 recruitment	RSL - PiXL BTEC SFAG	ECTs New staff
<b>Meetings / Agendas</b>	Attendance			Progress	ECTs New staff
<b>Publications</b>	Updating website: - Exams information - Flexible Learning Yearbook	Choices booklet Updating website: - Careers - Transition Safeguarding audit	Website: overview; Sixth Form Primary transfer booklet Prospectuses Sixth form bulletin	Intervention timetables Intervention evaluation	Teaching & Learning Bulletin New staff handbook ECT handbook
<b>Policies</b>	Assessment Data Collection & Reporting	CEIAG Safeguarding	Sixth Form Admissions		
<b>Events</b>	Exams Y11 Graduation Y13 Graduation	Choices Day Year 6 transition events End of year events Primary interviews	Year 7 recruitment Post-18 days Sixth form events	Parents' Information Evenings	