



Generic responsibilities for members of the SLT:

Strategic Responsibilities

- Develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all.
- Take part in the cycle of self-evaluation, improvement planning, monitoring and review.
- Act as a key driver of development, change and improvement.
- Take the lead role in developing and implementing a number of whole school improvement areas.
- Lead and inspire others to make an impact on the educational progress of all students.
- Act as an excellent role model to promote the school's ethos and vision both within school and to our wider community.
- Motivate and work with others to create a shared, high-expectation culture and positive climate.
- Ensure that creativity, innovation and other transformational activities raise standards across the school.
- Communicate well with all stakeholders to secure the success of new initiatives.

Teaching and Learning Responsibilities

- Ensure that all students have equality of opportunity and can work to achieve their maximum potential.
- Ensure a consistent and relentless school-wide focus on students' achievement, using data to monitor progress in every student's learning.
- Lead, develop and enhance the teaching practice of others.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum.
- Implement strategies which ensure high standards of behaviour and attendance.
- Monitor, evaluate and review standards of teaching and learning and promote improvement strategies.
- Directly line manage, support and review the work of a number of areas of the curriculum.
- Challenge under performance at all levels and ensure effective corrective action and follow-up.

Professional Development

- Build capacity amongst staff to deliver and sustain the highest quality outcomes.
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence.
- Take a lead role across the school in ensuring that staff CPD needs are both identified and supported.
- Create opportunities at all levels within the school for shared leadership and the conditions for effective team working, ensuring the development of effective working relationships with others.

- Coach and support the development of leadership and management skills in others.
- Undertake the performance appraisal for key middle leaders and ensure they are equipped to be properly accountable for the performance of their team members.
- Develop and lead INSET linked to the post holder's areas of whole school leadership.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice, set personal targets and take responsibility for own personal development, including maintaining an up to date knowledge of educational initiatives, developments and legislation.

Management Responsibilities

- Deputise for the Headteacher when appropriate.
- Support the Headteacher in recruiting, retaining and deploying staff appropriately and assisting in managing their workload to achieve the vision and goals of the school.
- Deputise for other members of the senior leadership team and assist other school leaders as appropriate.
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork.
- Ensure that operational systems relating to teaching and learning, health and safety, student welfare and safeguarding are implemented and working effectively.
- Develop and promote policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice.
- Undertake specific, significant roles in the leadership and management of the school.

Holding Others to Account

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible.
- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately.
- Contribute to the school's monitoring and evaluation cycles.
- Contribute to the relevant sections of school self-evaluation and improvement planning.
- Report to the Headteacher and Governors regularly and attend governor meetings and various committees as directed.

Community Responsibilities

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development.
- Develop communication both within the school and the wider community.
- Build a school culture and curriculum which reflect diversity and promote positive strategies for challenging discrimination of any kind.
- Ensure learning experiences for students are linked to and integrated with the wider community.
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils.

- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

Operational Responsibilities for all Members of the Senior Leadership Team

- Share the day-to-day operational running of the school, dealing with issues of school management, including staff and student management, contact with parents and other agencies.
- Provide a proactive, visible presence around the school at breaks, lunchtime and after school.
- Ensure effective and proper communication with staff and respond to staff concerns appropriately.
- Lead school assemblies and attend meetings as required.
- Support the extra-curricular life of the school, in particular by attendance at events where possible.
- Carry out specific tasks and projects as required from time to time as a result of school or external initiatives.
- Model the behaviours and attributes as laid out in the person specification document.

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

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