

## Leadership Team Structure – September 2019

<p style="text-align: center;"><b>Executive Headteacher- Susan Tranter</b>  Leadership and management of the school  Oversight of Staffing &amp; Personnel &amp; recruitment  School Progress Plan  Financial planning and management  Curriculum Planning  Pupil exclusions  Performance Management  LA relations  School self-evaluation  Trust development  <b>Line manager to:</b> Deputy Heads, Head of Primary Phase, Business Manager, Exec Head's PA, Personnel Manager  <b>Chairs:</b> Leadership Team meetings, Staff Meetings  Attends: <b>All Trust and Governors meetings, other meetings as appropriate</b></p>				
Deputy Head	Deputy Head	Deputy Head	Deputy Head	Head of Primary Phase Erini Franciosa
<ul style="list-style-type: none"> <li>Leadership of Bury and Cambridge campuses</li> <li>Duties on assigned campus</li> <li>CPLO and exclusions for assigned campus houses</li> <li>Faculty and Phase Quality Assurance and self-evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Leadership of Bury and Cambridge campuses</li> <li>Duties on assigned campus</li> <li>CPLO and exclusions for assigned campus houses</li> <li>Faculty and Phase Quality Assurance and self-evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Leadership of Bury and Cambridge campuses</li> <li>Duties on assigned campus</li> <li>CPLO and exclusions for assigned campus houses</li> <li>Faculty and Phase Quality Assurance and self-evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Leadership of Bury and Cambridge campuses</li> <li>Duties on assigned campus</li> <li>CPLO and exclusions for assigned campus houses</li> <li>Faculty and Phase Quality Assurance and self-evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Head of primary phase</li> <li>Leadership of Bury and Cambridge campuses</li> <li>Strategic oversight and development of primary phase</li> <li>Primary phase Quality Assurance and self-evaluation</li> <li>CPLO for primary children</li> </ul>
<ul style="list-style-type: none"> <li>Curriculum oversight and development of key stage 3</li> <li>Curriculum consistency at KS3</li> <li>Transition Phase Strategy</li> <li>Middle Phase Strategy</li> <li>Oversight of AG&amp;T</li> <li>Cover and Supply</li> <li>Oversight of trips</li> <li>Standards audit</li> <li>Literacy across the curriculum</li> <li>Year 7 and 8 'nurture' groups</li> <li>Deputise for other DHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum oversight and development of key stage 4</li> <li>Curriculum consistency at KS4</li> <li>Upper Phase Strategy</li> <li>Leading Heads of Faculty Group</li> <li>Teaching strategies and development of teaching quality</li> <li>Oversight of Staff Development</li> <li>Deputise for other DHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum oversight and development of key stage 5</li> <li>Curriculum consistency at KS5</li> <li>Development of Level 1 programmes for post 16</li> <li>Numeracy across the curriculum</li> <li>Lead the Behaviour for Learning strategy</li> <li>Leading the Progress Leaders group</li> <li>Attendance policy</li> <li>Deputise for other DHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum oversight and development of inclusion (including EAL and interventions)</li> <li>E- learning</li> <li>School website</li> <li>Timetable construction and curriculum planning</li> <li>Student assessment, target setting and tracking (including primary)</li> <li>School data management and analysis</li> <li>Standards audit</li> <li>Lead on Equalities and Disability policies</li> <li>Deputise for other DHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum for primary phase</li> <li>Progress of primary children</li> <li>Welfare of primary children</li> <li>Duties of primary staff</li> <li>Primary phase recruitment</li> <li>Development of primary phase resources such as curriculum capitation, website, e-learning, library.</li> <li>Primary phase exclusions</li> <li>Oversight of Staffing &amp; Personnel &amp; recruitment for primary phase</li> <li>Other duties as required</li> </ul>
Line manager to:	Line manager to:	Line manager to:	Line manager to:	Line manager to:

Heds of Transition & Middle Phase(AHT) Head of XX faculty Cover manager Campus Administrator  <i>Advisory Clerk to: Secondary Committee</i>	Director of Staff Development Head of xx faculty Heads of Upper Phase (AHT) Data Manager  <i>Advisory Clerk to: Staffing Committee</i>	Director of Sixth Form(AHT) Head of xx Faculty Campus Administrator  <i>Advisory Clerk to: Secondary Committee</i>	Head of xx faculty Oversight of xx faculty SENCo Examinations Officer Educational Psychologist EAL coordinator Lead HLTA <i>Advisory Clerk to: Secondary Committee</i>	Primary Leadership Team  <i>Advisory Clerk to: Primary committee</i>		
<b>Head of Upper Phase (Bury)</b> <b>Nadia Chambi</b>	<b>Head of Upper Phase (Camb)</b> <b>Insiya Alibhai</b>	<b>Head of Transition and Middle Phase (Bury)</b> <b>Paul Maloney</b>	<b>Head of Transition and Middle Phase (Camb)</b> <b>Fiona Philippou</b>	<b>Director of Staff Development (Bury)</b> <b>Chris Flack</b>	<b>Director of Sixth Form (Camb)</b> <b>David Bucho</b>	<b>Business Manager (both)</b> <b>George Georgiou</b>
Each AHT to take responsibility for: <ul style="list-style-type: none"> <li>Attendance of students, assemblies, progress of the students, behaviour of students.</li> <li>Management of Year/Phase/House assemblies as directed.</li> <li>Leads a team who take major responsibility for campus on a day-to-day basis, including lunchtime.</li> </ul> Management of site from 8-8.30am, daily detention and management of site and environs 3-4pm						
<ul style="list-style-type: none"> <li>To work as part of the 'Upper Phase Couple'</li> <li>Strategic lead on Year 10</li> <li>Accountable for the progress and achievement of year 10</li> <li>Enrichment Days (with Trans/Middle)</li> <li>In year admissions to Upper Phase(Bury))</li> <li>Representing ECS at Fair Access Panel</li> <li>Enrichment Days for Upper Phase</li> <li>Deputise for other AHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>To work as part of the 'Upper Phase Couple'</li> <li>Strategic lead on Year 11</li> <li>Accountable for the progress and achievement of year 11</li> <li>In year admissions to Upper Phase(Camb)</li> <li>Academic Review Days</li> <li>School diary and calendar</li> <li>Assisting with the school timetable</li> <li>Deputise for other AHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>To work as part of the "Transition/Middle Phase Couple"</li> <li>Strategic lead on Year 8 &amp; 9</li> <li>Accountable for the progress and achievement of Year 7, 8 &amp; 9 (Bury campus)</li> <li>Presentation Evening</li> <li>Options process for KS4 inc Options Evening and GCSE Induction</li> <li>In year admissions to Transition &amp; Middle Phase (Bury)</li> <li>Oversight of PSHCE and assembly programme</li> <li>Student Voice</li> <li>Information, Advice and Guidance</li> <li>Enrichment Days-leading the AHTs</li> <li>Deputise for other AHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>To work as part of the "Transition/Middle Phase Couple"</li> <li>Strategic lead on Year 7</li> <li>Accountable for the progress and achievement of Year 7, 8 &amp; 9(Camb campus)</li> <li>Open Evening, Year 7 Induction and welcome events</li> <li>In year admissions to Transition &amp; Middle Phase (Camb)</li> <li>Liaison with Primary Phase</li> <li>Enrichment Days for Transition Phase</li> <li>Whole School Able Gifted and Talented Strategy (inc Primary)</li> <li>Representing ECS at Edmonton Schools Partnership meetings</li> <li>Deputise for other AHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>Lead on Leadership and Management development</li> <li>Lead on induction programmes for those with posts of responsibility</li> <li>Lead on NQT, TeachFirst and SchoolDirect development to include oversight, training and coaching of mentors.</li> <li>Delivery and organisation of CPDL programme</li> <li>Used of gained time</li> <li>ETSA representation</li> <li>Challenge Partners arrangements</li> <li>Deployment of Lead Practitioner and Lead Teachers</li> <li>Development of e-learning including blogs, podcasts etc.</li> <li>Deputise for other AHT as required</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>Sixth form strategy, development and management</li> <li>Curriculum consistency at KS5</li> <li>Interventions at KS 5</li> <li>Strategic lead on Year 12 &amp;13</li> <li>Year 12 &amp;13 curriculum evening</li> <li>Interventions to ensure progress</li> <li>Accountable for the progress and achievement of years 12 &amp;13</li> <li>Oversight and monitoring of years 12 &amp;13</li> <li>Parents Evening (year 12 &amp; 13)</li> <li>Sixth Form events</li> <li>Information, Advice and Guidance</li> <li>Work related learning</li> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>Academy finance and accounts preparation</li> <li>Estate Quality Assurance and self-evaluation</li> <li>Estate management</li> <li>Extended school and community links</li> <li>School marketing</li> <li>Health and Safety-including school safety and Fire procedures</li> <li>Oversight and development of school intranet</li> <li>School website development</li> <li>Website development and maintenance</li> <li>Performance management and professional development arrangements for the wider workforce</li> <li>Staff Handbook</li> <li>IT development</li> <li>Other duties as required</li> </ul>
Line manager to: Head of Enterprise faculty Year 10 Progress Lead and year 11 Progress	Line manager to: Head of Expressive Arts faculty Year 10 Progress Lead and year 11 Progress	Line manager to: Head of Science faculty Year 8 Progress Lead and year 9 Progress Lead on Bury	Line manager to: Year 7 Leads Year 8 Progress Lead and year 9 Progress Lead on Cambridge	Line manager to: Lead Teacher Team Head of PE faculty	Line manager to: Head of Year 13 Sixth form student managers	Line manager to: Senior Site Services manager Office manager IT services team

Lead on Bury	Lead on Cambridge					Finance Manager  <i>Advisory Clerk to: FA&amp;P Committee</i>
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**Structurally**

Day to day matters (i.e. pupil discipline)	AHT refer to DHT
Strategic and cross- campus responsibilities	AHT to line managing deputy
Campus Leadership	Weekly Leadership meeting - comprising DHT and AHT assigned to each campus
Campus meetings	Weekly meeting comprising DHT, AHT as assigned to each campus plus Progress Leads, student managers and campus administrators