

LEADERSHIP GROUP RESPONSIBILITIES - SEPTEMBER 2019

Headteacher		Deputy Headteacher			Deputy Headteacher		
Maths, Geog		Science			Eng, PSHCE		
<ul style="list-style-type: none"> • Vision/Ethos • Staffing • Staff Welfare • SEF/SIP • Strategic Direction • Governance • Leadership • Admin & Support • Exams (Performance) • Results Analysis 		<ul style="list-style-type: none"> • Teaching & Learning (Lead)^ • Dep't & Teacher Effectiveness • Dep'tal Monitoring & Evaluation • Dep'tal Org'n and HODs • Excellence Programme • Homework Systems • Timetable Strategy 			<ul style="list-style-type: none"> • Curriculum Dev't • Assessment, Tracking & Reporting • Att & Punct (Lead)^^ • Pastoral Org'n & HOYs • Pastoral Mon and Eval'n • Open Afternoon & Eve • PSP Overview • Curriculum Guides* 		
School Manager	Asst HT	Asst HT	Asst HT	Asst HT	Asst HT/SENCO	Asst HT	Asst HT
	6 th Form B/S, Media	Year 9 PE, RE	Year 10 Dr, D & T	Year 7 Comp Sci, Mu	Year 8 MFL, LD	Year 11 Soc Sci	His, Art
<ul style="list-style-type: none"> • Finance • Health & Safety • Premises • Contracted Services • Cover • Diary • Exams (Admin) • Community Programme • Educational Visits Co-ordinator • Sponsorship/Fundraising 	<ul style="list-style-type: none"> • Post 16 Performance & Development • Post 16 Progression • UCAS • IAG/WRL & HE Links • 6th Form Information Evening • Parent Voice/Learning • Student Council • Community Links 	<ul style="list-style-type: none"> • ICT (Strategy, Website, Network, Admin, SIMS, Staff Use) • DPO • Teaching School Alliance • School Direct • BTs/OTTs • BTEC Quality Lead • Par & St Surveys • Staff Handbook * • Prospectus/Marketing/Comms • Activities Wk * 	<ul style="list-style-type: none"> • CPD • Appraisal/Threshold • Coaching • INSET Days * • Timetable (with AHT) * • Calendar* • Staff Wellbeing • Student Charities 	<ul style="list-style-type: none"> • PPG Programmes • GCSE/A Level Booster & Revision Progs • MLE • A,G & T/EPQ • Whole School Numeracy • Duty Rotas* • Timetable (with AHT)* • Yr 8 Options* 	<ul style="list-style-type: none"> • Inclusion/SEN CO • Mentoring and Counselling • Alt. Provision • LRC • EMAG incl Parent Advisers • Extra-Curricular 	<ul style="list-style-type: none"> • Behaviour & Rewards • Whole School Literacy incl Debating • NQTs/2nd Yr Teachers • New Staff Induction • Achievement Evening /Credit Trips * • Anti-Bullying & EO inc Student Advisers 	<ul style="list-style-type: none"> • Safeguarding /CP CLA • E-Safety • Assemblies & Special Assemblies * • External Agencies • Police Liaison and SIG • Planners * • Yr 6-7 Transition Programme* • Managed Moves

^Teaching and Learning is also a joint responsibility of the member of the Leadership Group for attached departments

^^ Attendance & Punctuality also a joint responsibility of the member of the Leadership Group for attached years