**LEADERSHIP TEAM RESPONSIBILITIES: 2021-22**

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| **HEADTEACHER*** Lead on teaching and learning, personnel, finance, governance, premises
* Overall school improvement strategy based on current performance
* Self-evaluation process
* Designated Safeguarding Lead including supporting online safety leader
* Leadership capacity building and succession planning
* Line manage Senior Leadership Team (DHT, AHT, SBM)
* Induction of Senior Leadership Team
* Quality assurance of achievement, teaching, behaviour/safety, leadership
* Assessment, data analysis and evaluation of standards including support for other leaders
* Monitor/evaluate curriculum
* Attendance
 | **DEPUTY HEADTEACHER*** Quality of teaching and learning
* Curriculum development and evaluation
* Standards and pupil progress
* Plan CPD provision for teachers
* Deputy Designated Safeguarding Lead
* Assessment leader
* Organisation of, and preparation for, all statutory tests (SATs, phonics etc)
* Line manage Year Leaders, HLTAs and trainee teachers
* Induction of new teacher, HLTAs, trainee teachers and students
* Lead mentor for NQTs and trainee teachers
* Model good/outstanding teaching
* Learning environment - communal areas
* Day-to-day management including diary dates, timetabling and cover
* Promoting the school including Twitter
* Educational Visits Coordinator
* Organisation of, and preparation for, Y6 residential trip
 | **ASSISTANT HEADTEACHER/SENCo*** Standards and progress of SEND, PP and LAC pupils
* Improvement strategy for SEND, PP and LAC
* Quality of pastoral support, including mental health provision
* Inspire and support staff to develop good/outstanding teaching for SEND/LAC pupils
* Liaise with outside agencies
* Learning environment - areas for intervention work
* Assistant Designated Safeguarding Lead
* Line manage P&FSW, cover supervisors, S&L service, intervention TAs and volunteers
* Induction for new P&FSW, cover supervisors, TAs and volunteers
* Support Lunchtime Leader with strategic management at lunchtimes
* Behaviour management lead, including restorative justice approach
* Model good/outstanding teaching
* Support DHT with day-to-day management including teaching support staff cover
 | **SCHOOL BUSINESS MANAGER*** Line manage office team and site manager
* Support the HT with personnel, finance, governance, premises, health and safety
* Support SLT with safeguarding
* Learning environment - office and reception areas
* Assist DHT and AHT with day-to-day management including timetabling, cover and diary
* Fortnightly newsletter
* Marketing of the school in the local community
* Maintaining Single Central Record for safer recruitment
* Support the HT to update and maintain the school website
* Clerk for Governing Body sub-committees
* Support Attendance Officer to improve attendance
* Support the HT with GDPR
* Data Protection Officer
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| **YEAR LEADER** * Line management of teachers and TAs in year group
* Support DHT with induction of new teachers
* Standards and progress in year group
* Improvement strategy for key curriculum area
* Model good/outstanding teaching
* Behaviour management in year group
* Curriculum development/evaluation in year group
* Learning environment in year group
* Ensure VbE is delivered across year group, including regular focus on diversity and equality

**Year 1 Leader*** Support DHT with organisation of, and prep for, phonics screening

**Year 2 Leader*** Support DHT with organisation of, and prep for, KS1 SATs and phonics screening

**Year 4 Leader*** Support DHT with organisation of, and prep for, multiplication tables check

**Year 6 Leader*** Support DHT with organisation of, and prep for, KS2 SATs
* Support DHT with organisation of, and preparation for, Y6 residential trip
 | **SUBJECT LEADERS*** Develop a vision for ‘subject’ and communicate it to school community
* Improvement strategy for ‘subject’ based on evaluation of current performance including producing and evaluating an action plan
* Maintain half termly operational plans, matched to action plan
* Promote ‘subject’ through focus days, assemblies, trip, visitors etc
* Curriculum development and evaluation across the school
* Monitor teaching and learning in ‘subject’ across the school
* Monitor and evaluate achievement in ‘subject’ across the school, including groups
* Inspire and support staff to develop good/outstanding teaching in ‘subject’
* Tackle any underperformance in ‘subject’ teaching or outcomes
* Model good/outstanding teaching in your ‘subject’
* Write Leadership Summary Information reports for Governing Body twice a year
 | **SITE MANAGER*** Daily line management of caretaker and cleaning team
* Monitor cleaning standards
* Maintenance of secure, safe premises and site ensuring all statutory and routine tests and inspections are carried out on time and that any necessary remedial works are undertaken
* Support School Business Manager with Health and Safety
* Locking and unlocking of premises
 | **LUNCHTIME LEADER*** Daily line management of the MDA team
* Behaviour management at lunchtimes, supported by AHT
* Maintain an orderly, positive environment in the dining halls throughout lunchtimes
* Train and manage Peer mentors to support positive playtimes for other pupils
* Assist Sports Leaders to lead active play for other pupils
* Develop the outdoor environment focusing on increasing active play at lunchtimes
* Induction of new MDAs
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