**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 |
| **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 |