



Senior Leadership Team – Roles and Responsibilities 2023/24

Dean Postlethwaite - Headteacher	Emma Szymura – Deputy HT	Claire Harrison – Senior Assistant HT
<p>Provision of whole school leadership and direction to ensure high quality provision of education.</p> <ul style="list-style-type: none"> • Ethos, vision and strategic direction. • Whole school improvement planning. • Self-evaluation framework and Ofsted preparation. • Strategic management of premises and health and safety including covid-19. • Staffing, recruitment and succession planning. • Supporting and developing governance. • Professional standards and performance. 	<p>Quality of Provision: Curriculum/Learning and Teaching Development</p> <ul style="list-style-type: none"> • Establish a culture of celebratory teaching and learning, developing high quality teaching and learning and advancement of monitoring processes to assess quality of provision. • Academic standards and student progress. • Data production, analysis, recording and reporting and parental evenings. • Internal/external examinations including all curricular areas across the school. • Curriculum design and development to maximise attainment and student progression. • Strategic evaluation feeding whole school evaluation from department and pastoral monitoring. • Daily operational leadership as part of SLT and health and safety and management of staff support systems. • Establish behaviour for learning processes and procedures to maximise student attainment and progress. 	<p>Quality of Provision: Behaviour/Attitudes/Personal Development</p> <ul style="list-style-type: none"> • Safeguarding and strategic lead for student welfare and intervention strategy teams, including student engagement and voice. • Strategic lead for SEND and student attendance processes and procedures including transition activities. • Daily operational leadership as part of SLT and health and safety. • Staff and student wellbeing strategies. • Supporting attendance processes across the school and lead on improving whole school attendance. • LGBTQ society and diversity overview. • Oversight of all student welfare through leadership of all YAMs and supporting staff. • Rewards and expectations culture development to maximise student engagement and satisfaction. • Senior Mental Health Lead.

Line Management – POS	Line Management – SZY	Line Management – HAR
<p>Senior Leadership Team: Emma Szymura Claire Harrison Rebecca Davies Sarah Robson Hazel Goodwin</p> <p>Admin support: Debbie Jones</p>	<p>Sarah Robson (AHT)</p> <p>Science / ICT / Humanities / Careers</p> <p>Admin support: Sara Tomkinson</p>	<p>Natalie Burke (AHT) Natalie Cross – SEND Lead</p> <p>Maths / MFL / PSHCE / RSE</p> <p>Admin Support: Michelle Holland</p>
<p>Task List</p> <ul style="list-style-type: none"> • School evaluation and analysis of performance • School vision and development planning • OFSTED preparation and evaluative work • Strategic planning in response to Covid-19 • Staffing and HR/performance • Collaborative work with Governors • Financial planning and buildings/environment development 	<p>Task list</p> <ul style="list-style-type: none"> • Data leadership and analysis • Monitoring student/department/school performance • Intervention strategies/assessment • Examinations internal/public • Curricular development/Intent/Implementation/ Impact • IYA/FAP representative • Pupil Premium monitoring and impact of finance/spend • Whole School SEF support/compilation • CEIAG overview/RSHE curriculum • Timetable liaison • Duty lists • Evolve link • Operational management of school and Health & Safety 	<p>Task list</p> <ul style="list-style-type: none"> • Strategic Lead Attendance • DSL and Safeguarding Lead • SEND Strategic Lead • Line Manage Behaviour Lead • Student Voice monitoring and evaluation / Parent View • Well-being Lead students and staff • Whole School calendar • Charter marks inclusion based • Personal Development-Curriculum monitoring • Day to day management of school and school site
<p>Governance Procedures: All SLT will input into agendas and submit relevant documentation. Debbie Jones to liaise with SLT regarding specific items.</p> <ol style="list-style-type: none"> 1. POS/John Rhodes (Chair) – Agenda setting. 2. COJ then examines the agenda and liaises with relevant SLT. 3. SLT submit to COJ. 4. COJ liaises and shares with POS. 5. Upload to GovernorHub in preparation for the meeting. 6. All SLT attend Governor meetings. 		<p>Committees:</p> <p>Full Governing Body Leadership, Management & Environment Student Development, Behaviour & Welfare Teaching, Learning & Assessment</p>



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Sarah Robson – Assistant HT	Natalie Burke – Assistant HT	Natalie Cross – SEND Lead
Quality of Provision: Learning and Teaching	Quality of Provision: Behaviour and Attitudes / Personal Development.	Quality of Provision: Provision and Development / Impact
<ul style="list-style-type: none"> • Establish a culture of celebratory teaching and learning, developing high quality teaching and learning and advancement of monitoring processes to assess quality of provision. • CPD and appraisal systems – establishing peer to peer support, coaching and mentoring and developing an inclusive approach with all colleagues. • Ensuring robust monitoring of learning and teaching practice across departments and identifying strengths/weaknesses and areas for development in provision. • Operational leadership as part of the wider SLT and Health & Safety and management of staff support systems. 	<ul style="list-style-type: none"> • Establish behaviour for learning processes and procedures to maximise student attainment and progress. • Diversity and inclusion lead – BAME LGBTQ. • Oversight of all student welfare through leadership of all year managers and associated supporting staff. • Rewards and expectations culture development to maximise student engagement and satisfaction. • Supporting attendance processes across the school and directly via the year management processes including the in-year-admissions protocol and FAP and raising attendance strategies. • Strategic lead for additional resource centres including Support Centre and medical. • Strategic overview and management of pastoral monitoring, review and evaluation processes. • Daily operational leadership as part of SLT and health and safety. • Liaison and referrals to alternative provisions. • PP Lead • Parental engagement. • Surveys/evaluation/reviews. 	<ul style="list-style-type: none"> • Establish a culture of celebratory teaching and learning and ensuring high quality provision for SEND students. • Embedding the SEND code of practice in provision adhering to statutory guidance. • Ensuring for all SEND student development in: <ul style="list-style-type: none"> ○ Communication and interaction ○ Cognition and learning ○ Social, emotional and mental health difficulties ○ Sensory and physical needs • Completion of EHCP reviews. • Designated Lead for Locked After Children – attending PEP Reviews. • Liaison and referrals to the Medical Needs Team.

Line Management – ROB	Line Management - BUN	Line Management – CRN
English / Technology / Dance / Music Admin support: Debbie Jones/Sam Wilkinson	YAMs / PE / Support Centre Admin support: Michelle Holland/Sam Wilkinson	Teaching Assistants Assistant SENDCO Agency liaison
Task list <ul style="list-style-type: none"> • Monitoring of Learning and Teaching • Department monitoring reviews • Development of Learning and Teaching • Department SEFs • CPD/Performance Management Process • NQTs/ITT • Whole School literacy • Whole School SEF – learning and teaching aspect • Inset Days • Investors in People Lead • Day to day management of school 	Task List <ul style="list-style-type: none"> • Behaviour Lead and Line Management of YAMs • YAM monitoring reports • Support Weeks/Action Plans/SEF • Rewards Days/learning reward systems • Line Manage Support Centre and learning • Whole School SEF – Behaviour & Attitudes/ Personal Development • PSCHE programme whole school • RSE / Careers • Pupil Premium links • Attendance – operational and strategic • LGBTQ and EAL/Cultural Diversity • Transition activities/Open Days • Day to day management of school 	Task list <ul style="list-style-type: none"> • SENDCO – planning and development/impact • TA Line Management • HUB Management • SEND attendance monitoring • External agency liaison/management • SEND monitoring of Learning and Teaching • DSL liaison • SEND academic monitoring • Parental engagement (SEND)
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