

Senior Leadership Team Structure 2020

Executive Head Teacher

- Strategic vision and Leadership of whole school
- Ethos and values
- Head of School: oversight of all aspects of school life
- Head Teacher responsibilities to all staff, students & governors
- Head Teacher statutory & Local Authority responsibilities
- Whole school self-evaluation & improvement planning
- Strategic financial planning & income generation
- Inspection readiness and accountability & Ofsted
- Policy Development & Review
- Leadership development of all staff
- Appraisal & performance management
- Staff welfare and workload
- Staff recruitment & Succession Planning
- Staff and parents' communication
- Marketing and Publicity
- Staff Safeguarding responsibilities
- Leadership Development of staff
- Staff handbook
- Supporting & developing effective governance
- Partnership working

Line manage:

Assistant Headteachers
Business Manager
Y9 Cluster team

Deputy Headteacher Standards and Student Progress

- Standards achieved and progress of student groups
- DSL
- Curriculum design & staffing
- Strategic lead over timetabling
- Options Processes
- Strategic lead for target setting and monitoring of whole school, subject and year group progress
- Strategic lead for Assessment, Reporting & Recording
- Leadership of ICTAC
- Leadership of external and internal data analysis
- Leadership of exam analysis
- Leadership of External Accountability Measures (ASP, IDSR, L3VA, etc)
- Internal and external exclusions
- Leadership of school website compliance strategies
- Staff cover/leave of absence
- Cover and absence monitoring
- Staff welfare including return to work Interviews
- Staff duties
- GDPR

Line manage:

FTL Maths, ICT & PE
Y10 Cluster team

Deputy Headteacher Standards & Subject Progress

- Oversight of subject areas through their Faculty Team Leaders
- Leadership of development of the quality of teaching & learning
- Curriculum planning (intent, implementation and impact)
- Summative assessment
- Leadership of the QA process
- School Calendar
- Oversight of new staff induction
- Oversight of ITT
- Research lead
- Coordinating coaching
- Homework
- CPD programme
- Marking and feedback
- NQT programme
- Strategic lead over the Library
- Leadership of RWCM (inc. Literacy & Numeracy)
- Oversight of all subject areas through their Faculty Team Leaders
- External & Internal Communication Systems

Line manage:

FTL English, Science, Expressive Arts
Research Lead
Developing People Coordinator
Y8 Cluster team

**Assistant Head Teacher
Sixth Form & Disadvantaged
Students**

- Lead the strategic development of the Sixth Form
- Ensure the effective working of the Sixth Form
- Lead links between the Sixth Form and the wider community
- Maximise student achievement and progress within the Sixth Form
- Lead and manage the Sixth Form Team
- Lead and oversight of quality of T&L in Sixth Form
- Lead Recruitment & Retention of students into the Sixth Form
- Sixth Form self-evaluation & improvement planning
- Sixth Form Student Welfare
- Ensure effective Sixth Form Transition
- Lead and develop Sixth Form Networks
- Sixth Form related marketing strategies
- Lead the Sixth Form Open Evening
- Strategic Lead Pupil Premium

Line manage:

Director of Student Progress
Leader of sixth form studies
FTL Global Studies & MFL

**Assistant Head Teacher
Personal Development**

- SMSC
- CEIAG
- Work experience
- Extra-curricular/enrichment
- Volunteering/Social action
- Student Leadership
- Assemblies & Tutorial Programme
- Equal opportunities
- Character education
- Development and whole school implementation of Growth Mindsets
- Physical and mental healthy lifestyles
- Medical Needs & First-Aid Training, school nurse, inoculations
- Coordination of School Counselling Support Services
- Student Rewards
- Celebration evenings
- RSE/PSHE
- Transition
- Catch-Up Funding
- Parental engagement and participation
- Parents' evenings

Line manage:

Emotional Wellbeing coordinator
FTL Technology
Personal Development Coordinator
Y7 Cluster team

**Assistant Head Teacher
Behaviour, Attendance and Welfare**

- Oversight of all year groups through their year managers
- Progress Tracking & Support of In-Year admission
- Whole School Attendance & Punctuality
- Coordination of Half Termly Attendance Panel Meetings
- Whole school behaviour management systems
- Internal and external Exclusions
- Safeguarding & Child Protection (DSL)
- Designated Lead for LAC
- Multi-Agency Engagement
- Alternative Provision & Off-Site Education
- On-Call & School Detention Rota
- SEND Provision and progress

Line manage:

Year Managers
HLTA Disadvantaged and Vulnerable students
Isolation room manager
Senior Family Support Worker
SEND
Y11 Cluster team