

9.2 SLT ROLES IN 2021/22

ROLE	HEADTEACHER (EAB)	DEPUTY HEAD (PY) Raising standards across the school	ASSISTANT HEAD (DP) Behaviour and Attitudes	ASSISTANT HEAD (CB) Sixth Form	ASSISTANT HEAD (EH) SENCO/Transition	ASSISTANT HEADTEACHER (MG) Enrichment	ASSISTANT HEADTEACHER (HP) Director of Key Stage 3	ASSISTANT HEADTEACHER (FP) CPD
RESPONSIBILITY	<ul style="list-style-type: none"> School leadership and governance Culture, vision & values Financial planning Catch-up premium expenditure. Governors School SIP (School Improvement Plan) School SEF Staffing structure and appointments Strategic oversight of timetabling decisions. Working alongside PW and LP. Site development Outward facing work Curriculum review meetings Unions Pay Ofsted preparation Website Oxbridge preparation with CB Overall responsibility for Covid-19 response. 	<ul style="list-style-type: none"> Deputising for Headteacher Strategic lead and oversight for raising achievement across all key stages KS4 RSL Pupil Premium Stakeholder views Exam Logistics (KS3-5) with HP and CB. Strategic oversight of the options process for KS4 & 5 KS4 & 5 Data Oversight of online provision for KS4. Staff handbook Time budget Preparation / presentation of data for all key stakeholders Assessment & Reporting Final say on all matters relating to set changes for KS4. 	<ul style="list-style-type: none"> Behaviour Designated LAC Teacher Pastoral Care system Uniform Rewards & Sanctions Strategic oversight of HoYs (Chair HoYs meetings) Attendance & punctuality Admissions Detention rotas Duties Buses Oversight of Award Evenings (delegate organisation to relevant HOYs) Strategic Safeguarding Lead Looked After Children 	<ul style="list-style-type: none"> Lead on 6th Form KS5 RSL Oversight of Heads of Year 12 and 13 Oversight of online provision for KS5. Careers guidance Oversight of UCAS process Vocational qualifications Cover Calendar with PY Final decisions on subject changes and exam entries for KS5. 	<ul style="list-style-type: none"> SENCO SEND RSL Inclusion oversight (LINKS, Hub, Bridges) Y6/7 transition Open evenings and mornings (main school) Primary liaison SLT link for SMSC and PSHE working alongside KP and JB. Student wellbeing and Mental Health Counselling Provision 	<ul style="list-style-type: none"> Oversight of most able provision EPQ Oxbridge Preparation Mandarin/Classics programme oversight Policies and compliance Trips Performance Management Oversight of disciplinary procedures and investigations. Staff wellbeing Electives (with DP for operational support) House system (academic/virtual house events) 	<ul style="list-style-type: none"> Oversight of KS3 curriculum and learning. Curriculum and assessment development in KS3 Oversight of QA of standards in KS3. Oversight of preparation and review of KS3 assessment and exams. Development of KS3 knowledge organisers KS3 Homework Oversight of Remote Online Provision for KS3. KS3 literacy KS3 setting queries Final say on all matters relating to set changes for KS3. Strategic Lead for the development of KS3 TLR holders across the school. Chair KS3 Curriculum Development Group. Oversight of Tutoring/intervention in KS3. 	<ul style="list-style-type: none"> Oversight of the quality of T&L and CPD. Early Careers Framework Effectiveness of CPD across the school T&L obs. cycle and quality assurance of standards of T&L. Oversight of Middle Leader Professional development Oversight of Lead Practitioner group Oversight of INSET Tuesday T&L briefings

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LINE MGMT	Head of Admin Business Director All SLT PE	English; Maths; Science; HoY 11, AHT Sixth Form; AHT Behaviour	HoYs (8-10), DSL, Attendance Officer, Behaviour and Standards Support Co-ordinator, D&T	Psychology, Drama, Cover supervisor, CIAG HoYs 12 &13	HoY Year 7, Oversight of Inclusion Support Staff, TAs, Mental Health Lead	Head of Advanced Learners, Computing Faculty, Business, Classics, Mandarin, Oxbridge Coordinators, Student Parliament Coordinator (Lead Practitioner for Student Engagement)	Geography, Art, Music	Professional Tutor, Languages, History and Social Sciences (inc PD),
SYSTEMS, ROTAS & KEY EVENTS	Personal Absence requests Readmissions (serious offences and repeat offenders) SLT/HOD link mtgs	Parents Events (Yr 11) Readmissions (Yr 11) Whole School Assemblies	Assemblies Duty Team/Rotas Detention Rotas Removal Systems Readmissions (Yrs 8-10) Removal Systems Admissions Yrs 8-10 Parents Events School Awards	Rotas relating to the Sixth Form including: 6 th form open evening	Parents Events (Yr 7) Readmissions (Yr 7)	Appraisal	Key Stage 3 Supportive department review KS3 Standards meetings (inc setting meetings) Learning Walks Work Scrutiny	Observation Cycle Learning Walks Work Scrutiny
COMMITTEES & MEETINGS	Chair SLT Middle Leaders Member of all governor committees Chair School Union Reps	Member of SLT Chair KS4/co-chair of KS5 RAPs	Member of SLT FAP	Member of SLT Co-chair of KS5 RAPs with DHT in charge of Standards	Member of SLT	Member of SLT	Member of SLT KS3 Standards meetings (inc setting meetings)	Member of SLT
PUBLICATIONS	Prospectus HT Notes FGB briefing papers SEF & SIP	Time Budget Staff handbook	Behaviour booklet Staff and Students Gobs briefing Papers	Calendar & Updates KS5 Options Booklets 6 th Form Prospectus	Transition Publications As directed by the HT	Appraisal documentation	KS3 HW timetable KS3 related learning publications	T&L policies and approach
GOV. LINKS	Lead SLT for all committees and FGB	By invitation	By invitation	By invitation	As directed by the HT	By invitation	By invitation	By invitation

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QUALITY ASSURANCE (WHOLE SCHOOL SELF-EVALUATION)	Annual Review Meetings (HODs & HOYs) Staffing Financial efficiency Appraisal (+AHT responsible) Curriculum Appropriateness & Effectiveness Review;	Ofsted Dashboard (KS4 & KS5 Data overview) QA of RAPs Annual Pupil Questionnaires Yrs 10+ Parent Surveys QA the effectiveness of T&L and Standards in KS5 alongside AHT Sixth Form. QA Student Voice in KS5 alongside AHT Sixth Form Effectiveness of IAG 16-18 Curriculum Appropriateness & Effectiveness Review for KS5	QA of Year group system Annual Pupil Questionnaires Yrs 7-9	Exit Interviews (Gobs) Alongside the DHT for Standards: QA the effectiveness of T&L and Standards in KS5 QA Student Voice in KS5 Sixth Form Effectiveness of IAG 16-18 Curriculum Appropriateness & Effectiveness Review for KS5	QA of Flexible Inclusion Provision QA of intervention Yrs 7-9 Bridges Curriculum Pathways for SEND and least able;	Appraisal for Teaching Staff Curriculum pathways for most able.	Key Stage 3 Supportive department review QA of Key Stage 3 Learning	Quality of T&L and CPD