

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) PP and Community From Jan 2022	ASSISTANT HEAD (EH) SENCO/Transition	ASSISTANT HEADTEACHER (MG) CPD/Curriculum Plus+	ASSISTANT HEADTEACHER (HP) Director of Key Stage 3	ASSOCIATE SLT (RR) Sixth Form From Jan 2022
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. Oversight of Middle Leader Professional development 	<ul style="list-style-type: none"> Deputising for Headteacher Strategic lead and oversight for raising achievement across all key stages KS4 RSL 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 Final decisions on subject changes and exam entries for KS5. 	<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 	<ul style="list-style-type: none"> Pupil Premium outcomes across the school Careers guidance Stakeholder views Cover Calendar with PY Trips Staff wellbeing Electives (with DP for operational support) Oversight of disciplinary procedures and investigations. House system (with Sheila Holley) Looked After Children Vocational qualifications 	<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 Performance Management Oversight of the quality of T&L and CPD. Early Careers Framework (with LRI - ECTs and PP – trainees) Effectiveness of CPD across the school T&L obs cycle and quality assurance of standards of T&L Oversight of Lead Practitioner group Oversight of INSET (with Lead Practitioners) Tuesday T&L briefings 	<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"> Lead on 6th Form KS5 RSL Oversight of Heads of Year 12 and 13 Oversight of online provision for KS5. Oversight of UCAS process

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LINE MGMT	Head of Admin Business Director All SLT inc Associate Sixth Form PE	English; Maths; Science; HoY 11, AHT Behaviour	HoYs (8-10), DSL, Attendance Officer, Behaviour and Standards Support Co-ordinator, D&T	Drama, Cover supervisor, Student Parliament Coordinator, CIAG	HoY Year 7, Oversight of Inclusion Support Staff, TAs, Mental Health Lead	Head of Advanced Learners, Computing, Classics, Mandarin, Oxbridge Coordinators, Professional Tutor, History and Social Sciences (inc PD/Psychology), Business	Geography, Art, Music, Languages	HoYs 12 &13
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	All whole school systems as they relate to PP	Parents Events (Yr 7) Readmissions (Yr 7)	Observation Cycle Learning Walks Work Scrutiny	Key Stage 3 Supportive department review KS3 Standards meetings (inc setting meetings) Learning Walks Work Scrutiny	Rotas relating to the Sixth Form including: 6 th form open evening
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	Member of SLT	Member of SLT	Member of SLT KS3 Standards meetings (inc setting meetings)	Member of SLT Co-chair of KS5 RAPs with DHT in charge of Standards
PUBLICATIONS	Prospectus HT Notes FGB briefing papers SEF & SIP	Time Budget Staff handbook	Behaviour booklet Staff and Students Gobs briefing Papers	PP Review documentation	Transition Publications As directed by the HT	Appraisal documentation T&L policies and approach	KS3 HW timetable KS3 related learning publications	Calendar & Updates KS5 Options Booklets 6 th Form Prospectus
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 associate 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	Termly PP Review	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. Quality of T&L and CPD	Key Stage 3 Supportive department review QA of Key Stage 3 Learning	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