	Headteacher	Assistant Headteacher Leader of T&L	Assistant Headteacher Leader of Behaviour and Attitudes	Assistant Headteacher - Raising Standards Leader & Attendance
Job Role	To provide whole school leadership and direction to ensure high quality provision of education. (Overall Effectiveness, Leadership & Management, Quality of Education – Intent)	To deputise for the HT as required. To be responsible for the quality of teaching, learning & assessment, CPD, marketing, transition and community (Quality of Education – Teaching, Learning & Assessment, Implementation)	To deputise for the HT as required. To be responsible for the development of positive behaviour, attitudes and curriculum construction (Behaviour & Attitudes)	To ensure school systems, processes and assessment support the raising of standards, especially outcomes and progress. (Quality of Education – Outcomes, Impact)
Associated Tasks	<u>Internal</u> ▪ Ethos and strategic direction ▪ Curriculum Vision ▪ School improvement planning ▪ School performance, professional standards ▪ Leadership development, including middle leaders ▪ Financial planning and allocation of school resources ▪ Self-Evaluation framework and Ofsted preparation ▪ Staffing and HR ▪ Appraisal of staff ▪ Leadership of School Improvement Support and Impact ▪ Leadership and development of a positive school culture ▪ Leadership of Curriculum Intent & Implementation linked to	▪ Leadership and Quality Assurance of School Monitoring & Evaluation Processes ▪ Leadership of Teaching, Learning & Assessment ▪ Monitoring and Evaluation of T, L & A ▪ Evaluate the impact of teaching initiatives on pupil progress ▪ Evaluate the impact of formative assessment on pupil progress ▪ Improving practice in T&L at all levels for teaching and support staff ▪ Leadership of pride in work, including quality of presentation in books / work ▪ Leadership of INSET / Training and CPD across the whole school ▪ Line management of leadership and Development of the reading	▪ Strategic leadership of behaviour and conduct, including staff development ▪ Strategic leadership and line management of Progress Leaders, Progress Tutors and Form Time ▪ Leadership & development of positive and resilient student attitudes ▪ Leadership and development of positive learning environments across the school (staff & student) ▪ Leadership of Behaviour Management, intervention & improvement ▪ Leadership of Alternative Education Provision ▪ School performance –exclusions, behaviour	▪ Oversight of raising standards (in terms of outcomes) ▪ Leadership of target setting ▪ Strategic leadership of identifying potential underachievement and targeting interventions (whole school & subject based) ▪ Curriculum Impact (Outcomes) ▪ Strategic oversight of KS3 and KS4 Assessment methodology ▪ Leadership of implementation of PiXL strategies to raise standards in progress ▪ Strategic leadership and development of attendance ▪ School performance – exclusions (in terms of attendance) ▪ Supporting Monitoring and Evaluation on T, L and A ▪ Evaluate the impact of teaching initiatives on pupil progress

	planning and sequencing of Schemes of Learning ▪ Staff attendance <u>External</u> ▪ Supporting Governance development/Liaison with foundation and Former Pupils' Association ▪ Communication and public relations ▪ Oversight of EVC ▪ Links with DfE, Ofsted and LA, Teaching Schools ▪ Leadership of Community engagement	curriculum including provision, staff development and environment for speaking, listening, reading and developing vocabulary ▪ Oversight of whole school literacy & numeracy ▪ Line management of leadership of Transition (KS2-3) and primary liaison ▪ Leadership of marketing and promotion of school, including noticeboards and classroom display to support learning and development ▪ Development of the school website, including compliance and to support learning ▪ Development of a strategy to use technology to enhance learning ▪ Leadership of QA and monitoring of T&L ▪	▪ Curriculum construction, staff analysis, deployment of staffing and timetable production ▪ Leadership of the options process & ensuring students are on the most appropriate pathways	▪ Evaluate the use of summative assessment on pupil progress ▪ Quality nominee for vocational subjects ▪ Leadership of synergy
Line Management	Line management of SLT, SBM, Maths and Science and MFL	Lead Practioners Literacy & Numeracy Year 8, English, Creative Arts, ECT Tutor & Wellbeing	Pastoral Manager (Behaviour & Attitudes) Year 9, PD & PE	Year 10 Attendance Officer Business & Computing Associate AHT DA Champions, ARR & Network Manager

	Acting Assistant Headteacher – DSL	Acting Assistant Headteacher – Wellbeing	Acting Assistant Headteacher – Personal Development	Acting Assistant Headteacher – Data and Progress
Job Role	School Senior Designated Safeguarding Lead – leadership of Safeguarding.	To be responsible for the Mental Health and Wellbeing of both staff and students in school	To be responsible for the Personal Development provision in school	To be responsible for assessment, data, reporting and tracking for the different cohorts within school
Associated Tasks	▪ Leadership of Safeguarding, DSL for Child Protection, welfare and all aspects of safeguarding ▪ Anti-Bullying Champion ▪ Induction of new staff ▪ ITE Professional Mentor	▪ Leadership of Well-Being and Mental Health Provision (Staff & Student) ▪ Leadership and Development of the reading curriculum including provision, staff development and environment for speaking, listening, reading and developing vocabulary ▪ Leadership of Transition (KS2-3) and primary liaison and reducing regression between KS2 & KS3	▪ Leadership, development and oversight of Personal Development ▪ Coordination of form time and the Yearly Plan ▪ Leadership of the enhanced curriculum (including extra-curricular) ▪ Leadership of Careers ▪ Leadership & Development of School Council and Student Voice ▪ Leadership & Development of LORIC ▪ Leadership of a systematic achievement programme (including rewards)	▪ Oversight of raising standards for under-performing groups e.g. Boys achievement, DA, mobility cohort and most-able ▪ Leadership and strategic development of Assessment, Tracking, Reporting, Recording policy and processes ▪ Monitoring & Evaluation of Catch Up provision and impact ▪ Leadership of the quality of reporting to various stakeholders ▪ Leadership of data analysis across the whole school ▪ Data protection / GDPR ▪ Examinations Officer
Line Management	SG Team Year 11, Humanities (RS, Geography, History & PSHE)	First aid / Mental Health Team Year 7 & Librarian	Progress Leaders Careers Officer	Data Officer

	Associate Assistant Headteacher DA Champions	SENDCO	Business Manager
Job Role	To be responsible for meeting the needs of our DA cohort, their attendance, behaviour and outcomes, including progress and personal development	To be responsible meeting the needs of our SEND cohort, their attendance, behaviour and outcomes, including progress and personal development.	To be responsible for the school budget and health and safety Oversight of all financial matters to support the strategic direction of the school
Associated Tasks	▪ Leadership of Disadvantaged improvements ▪ KS3 ▪ KS4	Leadership and coordination of SEND, including development of intent, QA of implementation and oversight of provision maps. Monitoring the quality of T & L for SEND students. Monitoring the progress of SEND students.	▪ Strategic management of premises and health and safety ▪ Management of Site Supervisor Team and external contractors ▪ Day to day leadership of Health & Safety ▪ Staff Attendance, including back to work ▪ Cover provision ▪ Oversight of buildings and capital projects and minibuses
Line Management		Assistant SENDCO and LSAs	Finance staff, Site staff, Catering Team Office and Admin Team, Pastoral Team & Cover Team

All members of SLT will:

- Attend Governor Meetings as appropriate
- Contribute to the smooth running, overall discipline and good order of the school
- Be part of the transition team regarding movement to lessons
- Have teaching loads appropriate to allow them to do their leadership jobs
- Be on duty at breaks and lunchtimes
- Contribute to the on-call rota and therefore the monitoring of the quality of T & L
- Support with entry and exit times of the school, including the late gate rota and school buses
- Model good relations with staff, students, parents and carers
- Support whole school events
- Any other reasonable duty or task directed by the Headteacher