

Senior Leadership Team

Roles and Responsibilities 2023 – 2024

Deputy Headteacher Standards & Achievement Ms Kohls	Deputy Headteacher Curriculum Staff Recruitment Mr Braybrook	Deputy Headteacher Teaching & Learning Staff Development Mrs Armitage	School Business Manager Miss Ashley	Headteacher Mrs John	Assistant Headteacher Mrs Humphries	Assistant Headteacher Mr Green	Assistant Headteacher Mrs Daplyn	Assistant Headteacher Mrs Vlijter	Associate Senior Leader Mr Modi
<u>Responsibilities</u> Curriculum Impact Student achievement & standards Internal & external data analysis Examinations Assessments School Effectiveness Adviser (SEA) liaison and reports Census Year 6-7 transition	<u>Responsibilities</u> Curriculum intent Enrichment/clubs Leadership programme Staff recruitment Exit surveys Educational visits DoFE School promotion Consortium CDG RSHE Curriculum Parent evenings	<u>Responsibilities</u> Curriculum implementation Teaching & learning Performance appraisal Marking & feedback Homework KS4-5 recruitment Progression beyond KS5 UCAS & next steps Careers Consortium QA	<u>Responsibilities</u> Budgetary management & control Site development ESFA Liaison Health & Safety School calendar Service contracts Tendering process Support staff Lettings FOSS Income generation / bids	<u>Responsibilities</u> School ethos & standards Strategic planning Deployment of finance & resources Leadership of SLT Support Governors / Consortium directors Admissions Exclusions SIP SEF Performance appraisal Safeguarding Staffing & recruitment	<u>Responsibilities</u> Teaching & Learning Staff performance and support Performance appraisal Staff training and external CPD	<u>Responsibilities</u> Teacher training ECT's RQT's Staff Absence and Cover IT systems GDPR Quality nominee KS3-4 options Timetable Staff rota	<u>Responsibilities</u> Staff induction Staff handbook SEND Pupil premium Student support Stanborough Times Transition events Awards evenings Behaviour & rewards Exclusion analysis Staff well-being Mental health lead	<u>Responsibilities</u> Safeguarding & child protection LAC & PLAC Attendance & punctuality Multi-agency co-ordination House system Student council Student leadership Student welfare SMSC Assemblies Life skills Tutor time Deputy mental health lead	Seconded to SLT for 1 academic year
<u>Line Management</u> Year 7 MFL Maths English Exams team Data team	<u>Line Management</u> Year 10 DoFE team Social sciences PE Business studies Child development	<u>Line Management</u> Sixth form T&L team Literacy Careers LRC	<u>Line Management</u> School office team Finance team Site team	<u>Line Management</u> SLT HR PA SLT PA	<u>Line Management</u> Year 9 Humanities	<u>Line Management</u> Year 8 IT Support Absence/Cover team IT & Computer Science	<u>Line Management</u> Communications SENDcO Student support ADT EAL	<u>Line Management</u> Year 11 Science Music Drama Attendance officer Year leader support Life skills	