

SLT ROLES & RESPONSIBILITIES 2023-24

Role	HEAD (EAB)	SENIOR DEPUTY HEAD (PY) PP Lead	ASSISTANT HEAD (DP) Behaviour and Attendance	ASSISTANT HEAD (CB) 0.8 Community & Careers	ASSISTANT HEAD (EH) (SENCO)	ASSISTANT HEAD 0.7 (MG) Leadership Development	ASSISTANT HEAD (Director of Key Stage 3 and Curriculum) – (HP)	ASSISTANT HEAD (Teaching and Learning) (FP)	ASSISTANT HEAD (Head of Sixth Form) (RR)	BUSINESS DIRECTOR SM
Responsibility	<ul style="list-style-type: none"> School leadership and governance Culture, vision & values Financial planning 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 Unions Pay Ofsted preparation Website Stakeholder views 	<ul style="list-style-type: none"> Deputising for Headteacher Strategic lead and oversight for raising achievement for PP students across the school. Pupil Premium outcomes across the school PP budget KS4 RSL Exam Logistics (KS3-5) with HP and RR. 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 decisions on all matters relating to set/subject changes in KS4. Oversight of Senior Executive Planning Group 	<ul style="list-style-type: none"> Behaviour Attendance & punctuality Pastoral Care system Uniform Rewards & Sanctions (including House development) Strategic oversight of HoYs (Chair HOYs meetings) Admissions Detention rotas Duties Buses Oversight of Award Evenings (delegate organisation to relevant HOYs) Strategic Safeguarding Lead 	<ul style="list-style-type: none"> Careers guidance Cover strategic lead Calendar with PY Trips strategic lead Staff wellbeing Electives (with DP for operational support) Oversight and QA of Vocational Education Wider curricular opportunities 	<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 Curriculum review meetings with HP 	<ul style="list-style-type: none"> Specific remit for the development of Leadership Development across the school. Talent identification and development Oversight of Stepping Up to Middle Leadership Course Oversight of Diversity in Leadership Course (with EAB) Oversight of high attainers provision Strategic oversight of EPQ Strategic oversight of Oxbridge Preparation Mandarin/Classics programme oversight. Oversight of disciplinary procedures and investigations. 	<ul style="list-style-type: none"> Oversight of KS3 curriculum and learning. Curriculum review meetings with EH 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. Oversight of academic tutoring/intervention in KS3. 	<ul style="list-style-type: none"> Oversight of the quality of T&L and CPD Strategic oversight of Reading across the curriculum Teaching CPD Early Careers Framework T&L obs cycle and quality assurance of standards of T&L Oversight of Lead Practitioner group Tuesday T&L briefings Performance Management 	<ul style="list-style-type: none"> Lead on 6th Form KS5 RSL Oversight of standards in KS5. Oversight of Heads of Year 12 and 13 Oversight of online provision for KS5. Oversight of UCAS process Oversight of preparation and review of KS5 assessment and exams. Oversight of Remote Online Provision for KS5. KS5 learning habits Development of student leadership opportunities in Sixth Form Strategic Lead for the development of KS5 TLR holders across the school. Oversight of KS5 exam entries. 	<ul style="list-style-type: none"> Financial Planning Budget setting Financial Management Oversight of Capital Projects Policies and compliance

Line Mgmt	<ul style="list-style-type: none"> Head of Admin Business Director Substantive line manager of all SLT 	Computing, HoY 11, AHT Behaviour, PE, English, Head of Sixth Form, Careers	HoYs (7-10), DSL, Safeguarding Team, Behaviour and Standards Support Co-ordinator, D&T, Oversight of Designated LAC Teacher	Cover supervisor, Student Parliament Coordinator, CIAG, Active + initiative	Oversight of Inclusion Support Staff, TAs, Mental Health Lead, Bridges	Head of Advanced Learners, Classics, Mandarin, Oxbridge Coordinators,	Geography, Languages, Maths,	Professional Tutor, History, Social Sciences (inc PD/Psychology), Music, Science, Art	HoYs 12 &13, Business, Drama	Business Manager (Cleaning, catering, site, Finance) HR Health & Safety Network Manager (IT)
SYS TEM S & ROT AS & KEY EVE NTS/ QA	Personal Absence requests Readmissions (serious offences and repeat offenders) SLT/HOD link mtgs	Parents Events (Yr 11) Readmissions (Yr 11) Whole School Assemblies Oversight of whole school systems as they relate to PP (with CB)	Assemblies Duty Team/Rotas Detention Rotas Removal Systems Readmissions (Yrs 7-10) Removal Systems Admissions Yrs 7-10 Parents Events School Awards	QA as it relates to the wider curriculum.	QA as it relates to Inclusion.	QA as it relates to academic enrichment	Key Stage 3 Supportive department reviews KS3 Curriculum/Standards meetings (inc setting meetings) Learning Walks Work Scrutiny	Observation Cycle Learning Walks Work Scrutiny	Rotas relating to the Sixth Form including: 6 th form open evening	IT Network Finance Payroll HR Systems
COM MITT -EES & MEE TING S	Chair SLT Member of all governor committees Chair School Union Reps	Member of SLT Chair of KS4/5 RSL meetings	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 Middle Leaders	Member of SLT RSL meetings	SLT Senior Planning Group
PUB LICA - TION S	Prospectus HT Notes FGB briefing papers SEF & SIP	Time Budget Staff handbook Oversight of PP Review documentation	Behaviour booklet Staff and Students Govs briefing Papers	Trips information	Transition Publications As directed by the HT	All documentation relating to high attainers provision.	KS3 HW timetable KS3 related learning publications	The Tytherington Teaching Principles CPD training publications Appraisal documentation T&L policies and approach	Calendar & Updates KS5 Options Booklets 6 th Form Prospectus	Budget Financial Statements Governor Papers
GOV ERN- OR LINK S	Lead SLT for all committees and FGB	By invitation	By invitation	By invitation	As directed by the HT	By invitation	By invitation	By invitation	By invitation	F&R Audit Pay