

# Roles & Responsibilities

2016-17

Headteacher	Deputy Headteacher	Assistant Headteacher	School Business Manager
Quality of provision 14-19 Performance Management	Quality of provision 9-13 Performance Management	Quality of provision 3-8 Performance Management	Business Strategic Management
Strategic Vision and Direction School Improvement and Development	Relationship with External Agencies	Outdoor Learning Development	Budget/Finances
School Self-evaluation and Monitoring Cycle	Leadership of Curriculum Policy and Development/Coaching and Support for Curriculum Area Leads	Behaviour for Learning	Fleet Operations/Budget
Legal and Statutory frameworks and policies	Strategic Leadership of Teaching and Learning	Whole School Attendance	Payroll
Recruitment and Staffing	Monitoring and Evaluating of Achievement and Standards	Induction of New Staff/NQT Mentoring	HR/Recruitment Admin. Management
Partnerships	Human Resources (Absences)	EVC Co-ordinator	Health & Safety
Finance and Resources	Safeguarding and Child Protection (Deputy Designated Senior Person)	Development of Teaching and Learning across the school	Facilities and Premises
Assessment & Outcomes Including Pupil Premium and LAC Tracking	Achievement for All	Annual Reviews	Manager to non- classroom/curriculum support staff
Governance	Co-ordination of CPD, including for Medical Needs and INSET	TA Performance Management	EAP contact
Safeguarding and Child Protection (Designated Lead), including PREVENT	Annual Reviews	Pupil Premium Provision	Work Experience
Whole School achievements and Standards	TA Performance Management	Art Lead	
SMSC Lead, Including Pupil and Parent Voice	SENCo/Vulnerable Learner Lead		
Leadership and Management	Transition Lead		
Welfare Lead	Grants and Funding Lead (Pupil Premium Provision, Sports Premium, Year 7 Catch up)		
	Intervention Overview		

	Lead		Support
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### Curriculum Area Leads

Subject	Staff Member	Link Governor
Computing	Mary Seaman	Bob Ham
Numeracy	Janine Dutton	Paul Gane
EYFS/Literacy	Rachel Humphrey	Jan Winfield
PE	Siobhan Cheadle	Phil Ratcliffe
DT	Ali Moger	Ian Hill
Profound Curriculum	Mandy Humphreys	Jill Wild
Geography	Penny Williams	Mary Seaman
History	Katie Baxter	Diane Williams
Post 16 Curriculum/ RE	Anne Humphreys	Jill Wild / Tessa Bools
Healthy Schools	Sue Evers	Diane Williams
ASD Curriculum	Mary Seaman/Gill Lovell	Bob Ham
Science	Jo Burton	Ian Hill
Music	Selina Philips	Phil Ratcliffe
Art	Jo Burton	Tessa Bools
PSHE & Citizenship	Gill Lovell	Paul Gane

### Governors Responsibilities Ofsted 5 Judgements

Area of Responsibilities	Governors
Achievement of Pupils	Bob Ham, Mary Seaman
The Quality of Teaching	Jan Winfield, Ian Hill
The Quality of Leadership and Management	Diane Williams, Phil Ratcliffe, Bob Ham
The Behaviour and Safety of Pupils	Diane Williams, Paul Gane and Tessa Bools
Overall Effectiveness (Including SMSC and SEND)	The Full Governing Body
AfA, Safeguarding & Vulnerable Learner Lead	Paul Gane

### Additional Responsibilities

Staff Member	Responsibility
Mandy Humphreys	Manual Handling Medical Needs