

John Colet School  
**Senior Leadership Team (SLT) Responsibilities 2021-22**

<b>Headteacher - Patrick Harty (PH)</b> Appraisal (Teaching Staff) Calendar Exclusions External Links Leadership and Management Leading Practitioners Recruitment Self Evaluation and Improvement Plans Staff Duties Line management of SLT, Head's PA, STLs: Humanities, PE (10/2) Governors: Governing Body, Curriculum, Finance, Personnel and General Purposes (FP&GP), Pastoral & Welfare	<b>Deputy Head - Sarah Palmer (SRP)</b> BTEC Quality Nominee Special Educational Needs and Disabilities (SEND) Looked After Children Newly Qualified and Trainee Teachers Student Mental Health Pastoral Case Coordination Pastoral Team Pastoral Improvement Plans Personal, Social and Health Education (PSHE) Safeguarding Key Student Groups: Disadvantaged (FSME6, Service Children), SEND, Looked After Children Line management: Subject Team Leaders (STLs): MFL, Counsellor, Family Liaison Officer, Learning Mentor, Matron, SENDCo, Designated Safeguarding Lead (2/5) Governors: Governing Body, Pastoral & Welfare
<b>Deputy Head - Pauline Norris (PN)</b> Catch Up Programme Curriculum and timetable oversight Data, Recording and Reporting Exams Extra Curricular Activities KS2/3 Transition Monitoring Student Progress Staff Induction Year 7 (Attendance, Behaviour, Progress) Line management: STLs: Art & Technology, Computing, Drama, Data Manager, Exams Officer, Admin Assistant (Catch Up) (4/3) Governors: Governing Body, Curriculum	<b>Assistant Headteacher - Sarah Gould (SMG)</b> Attendance Behaviour Inclusion In-year admissions Rewards and Consequences Student Leadership Years 10-11 (Attendance, Behaviour, Progress) Line management: STLs: Music, Attendance Improvement Officer, Inclusion Unit Manager (1/2) Governors: Pastoral & Welfare
<b>Assistant Headteacher - Louise Abslom (LA) and Victoria Remington (VR) (Job Share)</b> Continuing Professional Development (CPD) Data Protection Officer Raising Standards Leader (PiXL) Teaching, Learning and Assessment Year 8 Options Years 8-9 (Attendance, Behaviour, Progress) Key Student Groups: Higher Prior Attaining Line management: STLs: English, Maths, Science, (3/0) Governors: Curriculum	<b>Assistant Headteacher - Dee Fanchi (DF)</b> Assembly and Tutorial Programme Careers Education Sixth Form recruitment and retention, enrichment programme, progress Year 11 Options Key Student Groups: Sixth Form Line management: STLs: Business, Assistant to Head of Sixth, Careers Coordinator (1/2) Governors: Curriculum
<b>Head of Finance and Business - Claire Rawlinson (CR)</b> Appraisal (Support Staff) Company Secretary Finance Facilities Personnel Health and Safety (including EVOLVE) Data protection ICT infrastructure and systems Governing Body agendas Line management: Facilities Manager, IT Manager, Finance Manager, Librarian, Football Development Officer, Clerk to the Governing Body (0/6) Governors: Governing Body, Finance, Personnel and General Purposes (FP&GP)	

