

SLT Roles and Responsibilities: 2021-22

Headteacher (AW)

- Strategic Leadership and Vision Statement
- Recruitment of Staff (teaching and support) / Personnel Issues
- Liaison with the Governing Body, the Local Authority and other external agencies
- Coordination of Performance Appraisal (teachers & LSAs)
- Policy Development
- Other external links
- Accounting Officer
- Risk Management
- Consortium Heads, WHASSH, Welwyn Hatfield Primary & Secondary Heads Group, HASSH
- School Improvement Plan, and School Self-Evaluation
- Finance & Resources Committee
- Curriculum & Standards Committee
- Recovery strategy group

Line management: DLD ASD DHU SVE SF

Deputy Headteacher – Pastoral, Inclusion & ITT (ASD)

- Behaviour / Attendance/ PSPs / External support agencies
- Inclusion - oversight of provision to meet needs of all pupils
- Year 6-7 transition (including Year 6 to 7 allocation of form groups with HoY)
- Designated Safeguarding Lead for Child Protection
- Designated Teacher for Children Looked After
- Initial Teacher Training (AF / School Direct programme / PGCEs)
- Chair Pastoral Care Team weekly meetings
- Chair Safeguarding/DSL Team weekly meetings
- Form moves: consultation with pupils / parents / staff and decision making
- Recovery strategy group

Line management: MLJ NNI SLL SAL DGR MDA NLA

Deputy Headteacher - Teaching & Learning, CPD (DHU)

- Maintaining and developing the quality of teaching across the school
- Meeting learner classroom needs, including differentiation
- Classroom management
- Homework
- Monitoring systems for the quality of teaching, learning and curriculum: School Review; Learning Walks; Head of Faculty monitoring etc.
- Induction of teaching/LSA staff
- Oversight of ECT Induction
- Use of assessment and assessment data to inform learning
- CPD / Staff Development (including INSET / ATSA)
- KS4-5 transition – advice and guidance, pupil progression and retention
- Chair TLL (Heads of Faculty) meetings
- Post-16 link
- Recovery strategy group

Line management: HPA SJH NAA EMJ SYF

School Business Manager (DLD)

- Chief Financial Officer - budget setting and financial management
- Business Planning
- HR leadership of Support Staff - recruitment, induction, appraisal and personnel issues
- HR policies, procedures and contracts, pensions
- Data Protection Manager
- Capital funding and project/change management
- Asset management
- Site management
- Letting of school premises
- ICT strategic and operational management
- Marketing
- Company secretary
- Legal issues
- Health and Safety
- Procurement of supplies and services and contract management
- Catering
- Income generation, including Fundraising

Line management: SAT IFS AJO RJJ vacancy

Assistant Headteacher - Curriculum and Timetable (SVE)

- Curriculum Planning
- Timetable planning and construction
- Options process and allocation of courses for KS4 and KS5
- CDG link
- Work-related learning
- Homework timetables - writing and issuing
- Dropping/swapping subjects: consultation with pupils/parents/staff and decision making

Line management: CAD JR SLI

Assistant Headteacher – Progress Data & Assessment (HPA)

- Assessment and data
- Reports (including proofreading & checking)
- Pupil tracking (academic), including analysis of pupil achievement and value-added data (with specific attention to disadvantaged pupils) KS3-5
- Consortium Quality Assurance Link
- Internal examinations – oversight
- More able learners
- Parental/school academic progress concerns across subjects
- Final (academic) decisions re exam entries
- BTEC Quality Nominee
- Head of Health Faculty (maternity cover for TRE)
- Recovery strategy group

Line management: CDD TRE MB RTA

Assistant Headteacher – Personal Development & Enrichment (MLJ)

- Enrichment including trips and visits coordination (VCL)
- Coordinator of House system (including charity links) (SVE)
- Deputy DSL (KS5 ASD)
- Staff (DHU) & Pupil (ASD/SLL/NLA) Wellbeing Champion
- Oversight of PSC (SVE)
- Pupil Premium Champion (KS3 ASD, HPA KS4)
- Free School Meals (AW)
- Online Safety (ASD)
- School Council – Pupil Voice (AW)
- Pupil and Parent Surveys (SF)
- Tutoring: quality of tutoring, tutor briefings & monitoring (KS3-5) (Y7 ASD, Y8 DHU, Y9 SVE, Y10 & Y11 HPA, Y12/13 DHU)
- Assemblies: rotas and quality assurance (as above)
- Counselling (ASD)

Line management:

(Responsibilities reallocated during maternity leave)