

# DEPUTY HEADTEACHER

(Pupil Behaviour and Attitudes)



## APPLICATION PACK



BELIEVE · ACHIEVE · INSPIRE

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# Welcome

Thank you for your interest in this post. Choosing the right school in which to work is a big decision; this is especially true in senior leadership and I believe that The Wordsley School provides a fantastic location for the right person to continue their leadership development. The aim of this application pack is to provide you with sufficient information to support your consideration of this.

The Wordsley School is a truly remarkable place. What makes our school so very special is its culture and ethos. Pupils enjoy coming to school and are successful in their learning because of the exceptionally high level of care and support that it provides to them on an individual basis and unashamedly, the very high standards that we expect and demand of our pupils in terms of their uniform, behaviour and their commitment to learning. Having taught and led in a variety of other schools across the country, when I drive to school each day, I know that I am very privileged to be coming to a very special place, and in the short section that follows, I hope to elaborate on why.



The unique sense of 'community' sets our school aside from any other school that I have worked. As a group of over 60 teachers and 50 additional non-teaching staff, every single adult in the school has a critical part to play in our school and the sense of purpose that underpins everyone's individual contribution is what makes our working environment so collaborative and supportive. If you decide to apply to support me in leading our school, you will be joining a committed team of staff who make it their business to excite and inspire our pupils, providing them with the very best opportunities to be successful. Moreover, you will be joining a cohesive and ambitious Senior Leadership Team (SLT), who are incredibly driven to further develop and enhance our school over the coming years, supporting the pupils whom we serve every day.

Our SLT is comprised as follows:

- Gareth Burton (Headteacher)
- Helen Griffiths (Deputy Headteacher: Quality of Education – Curriculum Intent)
- Linda Parry (Deputy Headteacher: Quality of Education – Curriculum Implementation)
- **VACANCY (Deputy Headteacher: Behaviour and Attitudes – currently Kate Weatherhogg)**
- Andrew Fisher (Assistant Headteacher: Personal Development)
- Rush Patel (Assistant Headteacher: Quality of Education – Curriculum Impact)
- Cathy Stewardson (School Business Manager)

Further information about our fantastic team, including Kate Weatherhogg (Current Deputy Headteacher – who leaves us at Easter 2023) can be found on our website, by clicking [here](#).



I am very clear regarding the role that the successful candidate will play in our school moving forward and would like to take the opportunity to outline this in sufficient detail, in order to support you in considering whether this post is right for you to apply for. Whilst we are very clear on the role that the successful applicant will play in our school over the coming years, and also on the knowledge, understanding, traits and competencies (detailed in the person specification) that this person will require to be highly effective in their new role, the job description itself is deliberately generic. The reason for this is that a significant part of the selection process will be focused on providing candidates with the opportunity to outline how, if appointed, they would use the existing knowledge, skills and expertise that they have in the domain of pupil behaviour and attitudes, to shape their own job description and make a positive impact at our school.



I strongly encourage you to take the opportunity to come and visit the school prior to submitting an application and to meet with me; the application window has deliberately been constructed to allow sufficient flexibility for prospective candidates to do this. If you would like to arrange a visit, please contact Rachel Potter (PA to the Headteacher) by email [rpotter@wordsley.dudley.sch.uk](mailto:rpotter@wordsley.dudley.sch.uk) or telephone (01384 816015) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

Beyond this, if you would like to apply for the post, please do so by applying at <https://www.wmjobs.co.uk> Your supporting statement should be a maximum of two sides of A4 (min. font 11) and should outline how your leadership portfolio to date is suited to the requirements of the person specification. The deadline for applications is **12:00pm on Thursday 26<sup>th</sup> January**.

Successful applicants who are shortlisted for interview will be contacted on Thursday 2<sup>nd</sup> February, with interviews taking place on Monday 13<sup>th</sup> February. Following the first day of interviews, a further shortlisting process will determine the candidates who are then invited to attend a second day of interviews on Thursday 16<sup>th</sup> February. We anticipate being able to make an offer of employment by the end of Thursday 16<sup>th</sup> February, with the successful candidate starting their new role on Monday 17<sup>th</sup> April.

I look forward to hearing from you.

**Gareth Burton**  
**Headteacher**

# Mission, vision, values and motto

A school is defined by its culture and ethos – ‘the way things happen’. At The Wordsley School our culture and ethos is our unique selling point and together we strive to fulfil our mission, with a clear vision, motto and five key values that underpin our daily work.

## **OUR MISSION**

To provide an outstanding and enjoyable educational experience for everyone in our Wordsley community

## **OUR VISION**

We promote high levels of aspiration and achievement, and support each other to be the best we can be

## **OUR VALUES**



**CURIOSITY:** we have enquiring minds and are keen to learn



**INTEGRITY:** we are honest and have strong moral principles



**KINDNESS:** we are friendly and considerate of each other



**RESILIENCE:** we respond well to challenge and are keen to improve



**RESPECT:** we have an appreciation and awareness of others

## **OUR MOTTO**

**BELIEVE · ACHIEVE · INSPIRE**

# Staff Benefits

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Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:



- An ipad to use in school and at home, to enable seamless remote working, using cloud-based technology.
- Complimentary staff breakfast every Friday at 8:00am – a great way to catch up and connect with colleagues at the end of a week.
- Complimentary use of the school sports facilities, including gymnasium, swimming pool and fitness equipment.
- Comprehensive range of staff social events throughout the year.
- Contribution to and from our Staff Wellbeing Group, who meet six times per year.
- Engagement in our optional 'Leadership Development Programme'.
- Focused weekly SLT meetings, which run to time and have a cut-off of 5:00pm – without fail!

- Generous allocation of directed time (For the 2022/23 year, only 93% of the permitted 1265 annual hours are directed to staff, with all teaching staff having at least 14% of the timetabled week allocated as non-contact periods; more for TLR postholders. Deputy Headteachers are allocated a teaching timetable of around 27%: 8 periods out of 30 and as far as possible, this is within their specified subject area.
- Individual weekly strategic development time, which can be completed remotely.
- Outstanding, tailored CPD as part of our instructional coaching programme.
- Third lowest pupil to teacher ratio (average of 15.6 pupils per teacher) in all Dudley secondary schools.
- Support in completing relevant external leadership development programmes.

# **Job Description**

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**Post title:** Deputy Headteacher  
**Responsible to:** Headteacher  
**Salary:** Leadership pay spine (L17 – L21)

## **Section A: Purpose**

- To deputise for the Headteacher and act in his absence as required.
- To lead relevant strategic and operational duties as documented in the 'SLT Responsibilities Document' and as directed by the Headteacher.

## **Section B: Key responsibilities**

- Designated Safeguarding Lead (Strategy).
- Mental Health Lead for the school (Training provided).
- Communicate the school's vision compellingly and support strategic leadership.
- Lead by example, holding and articulating clear values, moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Work within the SLT in a way that is supportive of other members of the team.
- Support with the day-to-day management of the school.
- Keep up to date with developments in education and relevant research.
- Work with political and financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development to meet own needs.
- Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
- Support an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Hold line managed staff to account for their professional conduct and performance.
- Work with the school's governing board as appropriate.
- To carry out any other reasonable duties requested by the Headteacher.

## **Section C: Additional**

- The job description above also includes fulfilment of the Teacher Standards (Department for Education, December 2021).
- The duties in this job description may be modified by the Headteacher, in consultation with the postholder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

# Person Specification

<b>Qualifications, professional development and knowledge</b>	<b>Essential (E) Desirable (D)</b>	<b>Application (A) Interview (I) Reference (R)</b>
Qualified teacher status.	E	A
Educated to degree level.	E	A
Up to date (within the past two years) Level 3 safeguarding training (or a confirmed place due to complete before Easter 2023).	E	A
Ability to teach at a consistently high level, evidenced by pupils' academic outcomes over time.	E	A/R
In-depth knowledge and understanding of the section of the Ofsted School Inspection Handbook related to Pupil Behaviour and Attitudes.	E	I
A willingness to keep abreast of relevant educational research and pedagogical development.	E	I
Degree classification of 2:1 or higher.	D	A
Other professional development qualification(s) relevant to the post.	D	A
NPQH/NPQSL/MEd or other recognised leadership qualification.	D	A

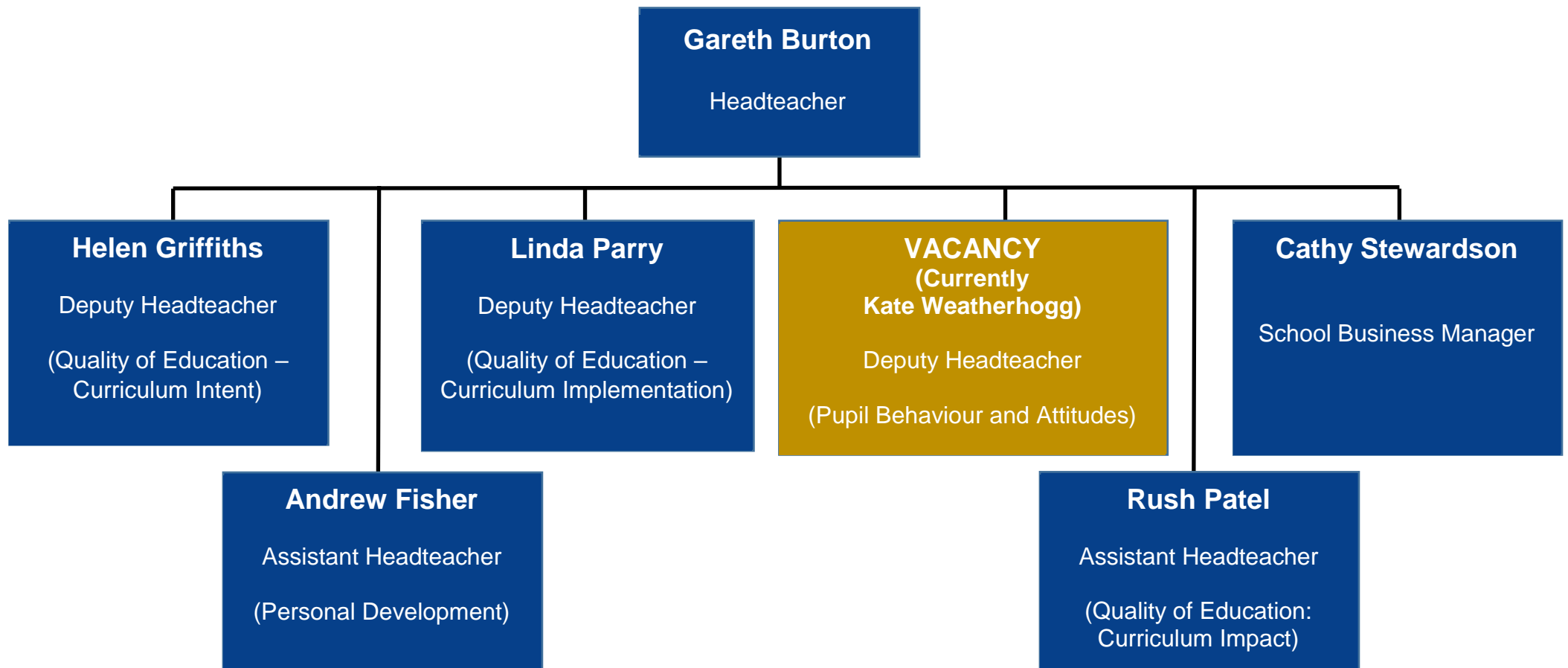
<b>Professional experience</b>	<b>Essential (E) Desirable (D)</b>	<b>Application (A) Interview (I) Reference (R)</b>
Working within a senior leadership team for at least the past three years, fulfilling a pastoral role.	E	A
Evidence of positive impact over time, in multiple, pastoral-related, whole-school leadership priorities, within the past three years.	E	A/I/R
Experience of working with governors.	E	A/I/R
Plan, implement and evaluate the effectiveness of a medium/long term plan designed to raise standards.	E	A/I/R
Rapidly analyse pupil performance data (pastoral and academic), with a high degree of accuracy, drawing logical conclusions and recommendations for further action.	E	I
Competently use management information systems.	E	A/R

Assimilate financial information and demonstrate astute financial awareness.	E	A/R
Analyse legislation and other complex documents, summarising required actions for multiple audiences.	E	A/I/R
Demonstrate potential for Headship.	D	A/I/R
Understanding of the role of SENCo and the SEND Code of Practice.	D	A/I/R

<b>Traits and competencies</b>	<b>Essential (E) Desirable (D)</b>	<b>Application (A) Interview (I) Reference (R)</b>
Outstanding oral communicator.	E	I
Written communications are appropriate for the intended audience, grammatically correct and showcase high levels of written literacy.	E	A/I/R
Confidently communicate with audiences of varying sizes, articulating content with passion and clarity.	E	I/R
Ability to delegate effectively and hold staff to account.	E	I/R
Demonstrate dynamism and creativity in solving problems.	E	A/I/R
Motivate and inspire individual colleagues and teams.	E	I
A 'self-starter' with the ability to prioritise effectively and meet deadlines	E	I/R
Outstanding levels of EQ and self-awareness.	E	I
<p>Someone who:</p> <ul style="list-style-type: none"> <li>• is a 'self-starter' with the ability to prioritise effectively and meet deadlines.</li> <li>• is reflective, with high levels of personal resilience and able to accept constructive feedback from others in order to further improve performance.</li> <li>• prioritises 'the team' above 'self', and contributes wholeheartedly to the life, culture, spirit and ethos of our school.</li> <li>• thrives on challenge, with the necessary drive and determination to get a job done.</li> </ul>	E	I

# SLT Responsibilities

## Structure and roles



## General Responsibilities

<b>Staff appointments and safeguarding</b>	<ul style="list-style-type: none"> <li>• Monitor the need to recruit and retain staff in line-managed areas.</li> <li>• Liaise with the Headteacher regarding the recruitment and appointment procedures, relative to the vacancy.</li> <li>• Follow safer recruitment guidelines (KCSIE, Sep 2022, DfE), remain safer recruitment trained and monitor safeguarding within visitor notification protocol and visiting speaker risk-assessment, for line-managed areas.</li> <li>• The Headteacher will make final decisions on all appointments, approve and sign all staff contract offers and work with governors regarding recruitment and appointment of leadership positions within the school.</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Monitor the implementation of policy within line-managed areas.</li> </ul>
<b>Events/Duties</b>	<ul style="list-style-type: none"> <li>• Lead events as specified in the 'specific responsibilities' section.</li> <li>• Lead Open Morning tours and key roles on Open Evening.</li> <li>• Attend the weekly SLT operations meeting (see below).</li> <li>• Attend all daily staff briefings (except when on duty) and lead these as per the agreed rota (see specific responsibilities).</li> <li>• Engage as appropriate in SLT strategy development time (see below).</li> <li>• Lead SLT duties as per the agreed SLT duty rota.</li> <li>• Supervise SLT detentions as per the SLT detention rota.</li> </ul>
<b>Public face</b>	<ul style="list-style-type: none"> <li>• At all times communicate to maintain the highest possible view of the school's operation at all levels.</li> </ul>

<p><b>SLT operations meetings</b></p>	<ul style="list-style-type: none"> <li>• These are held during period 2 every Monday in the Headteacher's office.</li> <li>• They follow a pre-set agenda. Hard copies of the agenda and minutes (decisions/actions only) to the previous meeting will be tabled by the Headteacher's PA at the beginning of each meeting.</li> <li>• The meeting is chaired by members of SLT on a rota basis (see specific responsibilities).</li> <li>• The strategy development time for forthcoming weeks will be agreed as an agenda item during the SLT operations meeting and stored on Trello.</li> <li>• Minutes (decisions/actions only) are taken by the Headteacher's PA and circulated by email to SLT within 24 hours of the meeting.</li> <li>• On any school week where the school is not open on a Monday (Bank Holidays/INSET Days) the operations meeting will replace the first part of the strategy development time the following day (see below).</li> </ul>
<p><b>SLT strategy development time</b></p>	<ul style="list-style-type: none"> <li>• This will take place every Wednesday between 2:30pm and 5:00pm (with a break between 3:00pm and 3:30pm) in the Headteacher's office.</li> <li>• The purpose of the time is to enable SLT to work in sub-groups or as a whole team on specific areas of strategic work.</li> <li>• Blank Trello lists will be available at the outset of the year for every week and the Headteacher will take responsibility for ensuring that the allocation of this time to sub-group and the whole team is balanced in proportion to the priorities of the school.</li> <li>• The agenda for each meeting will likely consist of at most four or five items and any necessary pre-reading will be uploaded in good time to support each other in their preparation for the meeting.</li> <li>• No formal minutes are taken, however, on occasions and if necessary, the Headteacher may circulate some key points relating to the meeting, by way of an aide-memoire informing future strategy work.</li> </ul>

## Specific Responsibilities

	Strategic responsibilities	Operational responsibilities
<b>Gareth Burton</b>  Headteacher	<ul style="list-style-type: none"> <li>• Oversight of whole-school strategic plan</li> <li>• Coordination of SLT roles and responsibilities</li> <li>• Whole school finance</li> <li>• 3 year budget forecast</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Chair SLT strategy development time</li> <li>• Lead daily staff briefing (Monday and Thursday)</li> </ul> <p><b>Bespoke</b></p> <ul style="list-style-type: none"> <li>• Attendance at Dudley Headteachers' Forum</li> <li>• Community liaison</li> <li>• Head of Centre for examinations</li> <li>• Homework</li> <li>• Liaison with Chair and Vice-chair of Governors</li> <li>• Local Representative (West Midlands) for the Association of School and College Leaders</li> <li>• Marketing and publicity</li> <li>• Oversight of QA processes (Exams analysis meetings, SLT LM/HoD 1:1s and Department Improvement Plans)</li> <li>• Oversight of SEF and Ofsted readiness</li> <li>• Policy review</li> <li>• Recruitment of all staff (unless delegated)</li> <li>• SLT link to Governors' Finance, Premises and Personnel Committee</li> <li>• Staff voice and staff wellbeing</li> <li>• Suspensions and exclusions</li> </ul>

	Strategic responsibilities	Operational responsibilities
	<ul style="list-style-type: none"> <li>• Pupil outcomes (English, Computing, Music and SEND)</li> <li>• Quality of Education (Curriculum intent)</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Deputise in the absence of the Headteacher (Terms 2 and 5)</li> <li>• Chair SLT operations meetings (term 1)</li> <li>• Lead daily staff briefing (Tuesday – term 2, 4 and 6)</li> <li>• Ofsted preparation relevant to own areas of responsibility</li> </ul> <p><b>Bespoke</b></p> <ul style="list-style-type: none"> <li>• Chair Leadership Group (LG) meetings</li> <li>• Curriculum plan, staffing plan and timetable</li> <li>• Oversight of QA processes (Curriculum reviews)</li> <li>• SLT oversight of literacy</li> <li>• SLT duty rota</li> <li>• SLT link to Governors' Curriculum &amp; Standards Committee</li> <li>• Year 9 Options and transition from year 9 into 10</li> </ul>

**Helen Griffiths**

Deputy Headteacher

(Quality of Education – Curriculum Intent)

	Strategic responsibilities	Operational responsibilities
<p><b>Linda Parry</b></p> <p>Deputy Headteacher</p> <p>(Curriculum Implementation)</p>	<ul style="list-style-type: none"> <li>• Pupil outcomes (Business Studies, mathematics and MFL)</li> <li>• Instructional coaching and quality of education - implementation</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Deputise in the absence of the Headteacher (Terms 3 and 6)</li> <li>• Chair SLT operations meetings (term 2)</li> <li>• Lead daily staff briefing (Tuesday – term 1, 3 and 5)</li> <li>• Ofsted preparation relevant to own areas of responsibility</li> </ul> <p><b>Bespoke</b></p> <ul style="list-style-type: none"> <li>• Appraisal (Teaching and non-teaching staff)</li> <li>• Continuous Professional Development (Internal and external) <ul style="list-style-type: none"> <li>➤ Induction programme for new staff</li> <li>➤ Instructional coaching</li> <li>➤ INSET Day provision</li> </ul> </li> <li>• Contribution towards pupil recognition and rewards (academic)</li> <li>• Early career teacher provision</li> <li>• Oversight of QA processes (SLT Learning Walks)</li> </ul>

	Strategic responsibilities	Operational responsibilities
<b>Kate Weatherhogg</b>  Deputy Headteacher  (Pupil behaviour and attitudes)	<ul style="list-style-type: none"> <li>• Pupil outcomes (Humanities)</li> <li>• Pupil recognition and rewards</li> </ul>	<b>General</b> <ul style="list-style-type: none"> <li>• Deputise in the absence of the Headteacher (Terms 1 and 4)</li> <li>• Chair SLT operations meetings (term 3)</li> <li>• Lead daily staff briefing (Wednesday – term 2, 4 and 6)</li> <li>• Ofsted preparation relevant to own areas of responsibility</li> </ul> <b>Bespoke</b> <ul style="list-style-type: none"> <li>• Admissions (Year 6 transition and in-year admissions)</li> <li>• Anti-bullying provision</li> <li>• Attendance and punctuality</li> <li>• Designated Safeguarding Leader (Strategy)</li> <li>• Leadership of the House system</li> <li>• Leadership of tutor period programme</li> <li>• Pastoral reports</li> <li>• SLT oversight of PSHCEE and Citizenship</li> <li>• Support Headteacher with suspensions and exclusions</li> <li>• Tutor allocation</li> </ul>

Cathy Stewardson  School Business Manager	Strategic responsibilities	Operational responsibilities
	<ul style="list-style-type: none"> <li>• Site development</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Chair SLT operations meetings (term 5)</li> <li>• Lead daily staff briefing (Wednesday – term 1, 3 and 5)</li> <li>• Ofsted preparation relevant to own areas of responsibility</li> </ul> <p><b>Bespoke</b></p> <ul style="list-style-type: none"> <li>• Capital development</li> <li>• Catering (inc. FSM provision)</li> <li>• GDPR</li> <li>• HR (inc. Single Central Record)</li> <li>• Learning for Life</li> <li>• School prospectus</li> <li>• School website and website compliance</li> <li>• SLT oversight of finance, facilities, first-aid, HR and IT</li> </ul>

	Strategic responsibilities	Operational responsibilities
<p><b>Andrew Fisher</b></p> <p>Assistant Headteacher</p> <p>(Personal Development)</p>	<ul style="list-style-type: none"> <li>• Pupil outcomes (Art &amp; Design Technology and PE)</li> <li>• Diversity</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Chair SLT operations meetings (term 4)</li> <li>• Lead daily staff briefing (Friday – term 1, 3 and 5)</li> <li>• Ofsted preparation relevant to own areas of responsibility</li> </ul> <p><b>Bespoke</b></p> <ul style="list-style-type: none"> <li>• Assembly rota</li> <li>• Careers</li> <li>• Cross-curricular days</li> <li>• Duke of Edinburgh Award Scheme</li> <li>• Educational visits</li> <li>• Extra-curricular activities</li> <li>• Pupil receptionists</li> <li>• Pupil-voice (Pupil Parliament and Prefects)</li> <li>• Spiritual moral, social and cultural (SMSC) development</li> </ul>

	Strategic responsibilities	Operational responsibilities
	<ul style="list-style-type: none"> <li>• Pupil outcomes (Science)</li> <li>• Curriculum impact</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Chair SLT operations meetings (term 6)</li> <li>• Lead daily staff briefing (Friday – term 2, 4 and 6)</li> <li>• Ofsted preparation relevant to own areas of responsibility</li> </ul> <p><b>Bespoke</b></p> <ul style="list-style-type: none"> <li>• Academic progress data</li> <li>• Internal and external examinations</li> <li>• External pupil intervention</li> <li>• Reporting to parents/carers (inc. Parents' Evenings)</li> <li>• School calendar</li> <li>• Trainee teacher provision</li> </ul>

**Rush Patel**  
Assistant Headteacher  
(Curriculum impact)

## Leadership of Specific Events

<b>GBu</b>	<ul style="list-style-type: none"> <li>• Attendance at any school event as required</li> <li>• Open Evening/Open Mornings</li> <li>• Presentation evening</li> <li>• Year 11 leavers assembly</li> <li>• Year 11 Prom</li> </ul>
<b>HGr</b>	<ul style="list-style-type: none"> <li>• Year 9 Options Evening</li> </ul>
<b>LP</b>	<ul style="list-style-type: none"> <li>• INSET Days</li> <li>• New staff induction sessions</li> </ul>
<b>KWg</b>	<ul style="list-style-type: none"> <li>• Non-uniform days</li> <li>• Year 6 primary school visits</li> <li>• Year 6 New Parents' Evening</li> <li>• Year 6 Induction Day</li> <li>• Year 7 Welcome Evening</li> </ul>
<b>AF</b>	<ul style="list-style-type: none"> <li>• SLT oversight of Careers events</li> <li>• Remembrance service</li> <li>• SLT oversight of Sports Day</li> </ul>
<b>RPa</b>	<ul style="list-style-type: none"> <li>• Parents' Evenings</li> <li>• Parent GCSE revision events</li> <li>• Pupil GCSE revision events</li> <li>• Year 11 Exam Information Evening</li> </ul>

## Governance

### Our role

The role of the SLT within this aspect of our provision is to serve the governing body and support them in fulfilling their three key functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding SLT to account for the educational performance of the organisation and its pupils, and the performance management of staff.
- Overseeing the financial performance of the school and making sure its money is well spent.

### Full Governing Body Meetings (FGB)

#### Attendance

- GBu will attend all FGB meetings.
- All members of SLT are invited to attend any FGB meeting as part of their professional development and/or interest.
- On occasions, members of SLT will be required to attend a particular FGB meeting to present an item, which relates to an aspect of the school's provision for which they have responsibility.
- A standing item at each FGB meeting is the Headteacher's report. Ahead of this meeting the Headteacher will request information from SLT to include in this report, in-line with the

### Governors' Committee Meetings

Committee	Curriculum and Standards	Finance, premises & personnel	Pupil Discipline	Other ad-hoc committee meetings
Lead SLT	HGr	GBu	GBu	GBu
SLT support	GBu	CS	KWg	Other SLT (as appropriate)

#### Lead SLT

- Sets agenda with reference to committee chair, liaises with Clerk, approves all papers and attends each meeting. The Headteacher will approve all papers prior to them being uploaded to Governor Hub and copied for the meeting.

#### SLT support

- Acts as a 'sounding board' for the Lead SLT and attends meetings if appropriate.

#### Other 'non-regular' SLT attendance

- All members of SLT are invited to attend any governors' committee meeting as part of their professional development and/or interest.

- On occasions, members of SLT will be required to attend a particular committee meeting to present an item, which relates to an aspect of the school's provision for which they have responsibility.

### Policy Review

- The Headteacher will take overall responsibility for liaising with governors to initiate policy review.
- Following this, the review of each policy will be led by a member of SLT as per the following policy schedule, with any proposed amendment(s) being approved by the Headteacher, prior to them being considered by governors.

Curriculum and Standards Committee (CS)				
Policy	SLT lead	Meeting number	School or LA policy?	Website?
Accessibility plan	CS	1	School	Yes
Attendance	KWg	1	School	Yes
Looked after children	GBu	1	School	Yes
Performance Management for non-teaching staff	CS	1	LA	No
Special Educational Needs and/or Disabilities	HGr	1	School	Yes
Sex and relationships education	KWg	1	School	Yes
Anti-bullying	KWg	2	School	Yes
Assessment and feedback	LP	2	School	Yes
E-safety policy	AF	2	School	Yes
Exclusions	KWg	2	School	Yes
Homework	GBu	2	School	Yes
Appraisal	LP	3	LA	No
Behaviour	KWg	3	School	Yes
Careers Guidance	AF	3	School	Yes
Provider Access Agreement Policy	AF	3	School	Yes

Finance, Personnel and Premises Committee (FPP)				
Policy	SLT lead	Meeting number	School or LA policy?	Website?
Capability of non-teaching staff	CS	1	LA	No
Charging and remissions	CS	1	School	Yes
Early Careers Teachers	LP	1	School	No
Ex gratia payments for damage to or loss of employee's personal property	CS	1	LA	No
Facilities for union representatives	CS	1	LA	No
Flexible working and retirement	CS	1	LA	No
Grievance	CS	1	LA	No
Guidance for Safer Working Practices	GBu	1	LA	No
Health and Safety	GBu	1	LA	No
Job share policy	CS	1	LA	No
Obtaining and giving employment references	CS	1	LA	No
Managing sickness absence	CS	1	LA	No
Non-permanent employment contracts in schools	CS	1	LA	No
Redeployment	CS	1	LA	No
Redundancy	CS	1	LA	No
Smoke free	CS	1	LA	No
Special leave	GBu	1	LA	No
Staff disciplinary	CS	1	LA	No
Probationary period for non-teaching staff	CS	1	LA	No
Teacher capability	CS	1	LA	No
Whistleblowing	CS	1	LA	No
Management of allegations against members of staff	GBu	2	School	No
Data Protection	CS	3	School	Yes
Pay arrangements policy	CS	3	LA	No
Pay for non-teaching staff	GBu	3	LA	No

Protection of biometric information of children in schools and colleges	CS	3	School	Yes
Teachers pay	GBu	3	LA	No

Full Governing Body (FGB)				
Policy	SLT lead	Meeting number	School or LA policy?	Website?
Admission arrangements	KWg	1	LA	Yes
Child protection	KWg	1	School	Yes
Educational visits	GBu	1	School	Yes
First aid in schools	CS	1	LA	No
Governors' allowances	GBu	1	School	No
Privacy notice	GBu	1	LA	Yes
Recording and reporting of racial incidents	GBu	1	LA	Yes
Social networking and social media guidelines	GBu	1	LA	No
Substance misuse	KWg	1	LA	Yes
Trans-equality	GBu	1	LA	No
Anti-fraud and corruption	CS	2	School	No
Equal Opportunities	CS	2	School	Yes
Complaints	GBu	3	LA	Yes
Supporting pupils with medical conditions	CS	3	School	Yes



# The Wordsley School



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