

Notley High School & Braintree Sixth Form – SLT Responsibilities 2021-22

Rob James	BAT Deputy CEO/Director of Secondary - Executive Headteacher	
	Strategic Vision Self-evaluation & School Improvement Ofsted Readiness Staffing Budget Coaching programme for identified leaders	Union Representative Meetings Local Governing Committee
	Head of School (Acting)	
	Daily operational procedures Performance Management Staff Disciplinary & Capability issues Calendar Marketing What's New at Notley introduction Facilities: premises & catering Parent Voice Examinations	Local Governing Committee Subject Raising Attainment Meetings Union Representative Meetings Achievement Board Meetings Deployment of Excellence Leaders Line management : SLT Facilities & Exams Reprographics SENCO DoF Maths HoF MFL HoF Humanities
	Deputy Headteacher - Curriculum & Safeguarding	
	Designated Safeguarding Lead (DSL) Looked after Children Educate & Celebrate Award Attendance Curriculum Development Remote learning provision (with RGE)) Sixth Form	Local Governing Committee BAP meeting Safeguarding Panel Meetings Health & Wellbeing Line management : Head of Sixth Form HoS English Pastoral Managers RSLs (Safeguarding, Attendance & Achievement) Attendance
	Deputy Headteacher - Culture & Ethos	
	Behaviour & Rewards Behaviour & Learning Support Hub Notley Achievement Award & Jack Petchey Award School Captains & Prefects Team Parent Welcome Evenings Open Evening (NHS) Primary Transition CEIAG/Personal Development Medical provision Student Voice	Local Governing Committee NFOS (Notley family of Schools – Primary) Line management : HoF PDT & Careers RSLs (Behaviour/Rewards & culture/Ethos) House Leaders Hub coordinator:
	Assistant Headteacher - Quality of Teaching & Learning, Professional Development	
	Quality of Teaching and Learning Professional Development & CPD programme Staff Induction Oversight of MEITT/ECT Remote learning provision (with MTO) Homework/Home learning Literacy across the curriculum Library More Able Provision	Deployment of Excellence Leaders (with RGE) Teaching & Learning Group Line Management: DoF Science HoF PE, Creative Arts & ADT HoF Business & Computing HoS Media Librarian Professional Mentor More Able coordinator

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	Assistant Headteacher - Assessment, Data & Outcomes	
	Assessment, data & reporting Flight Path & Target Setting Timetabling/Options Pupil Premium GCSE Intervention & Countdown Cover Supervisors Parent Teacher Evenings Lockdown Onsite Curriculum provision Duties Focus Days, Activities week, Trips Mid-year Admissions	Achievement Board Meetings Line Management: Data Cover arrangements
	Assistant Headteacher (secondment – 3 days)	
	Internal Self-Review Programme Promote positive Learning Behaviours in lessons for vulnerable students Coaching teachers to develop positive Learning Behaviours Anti-Bullying Award	
	Assistant Headteacher (secondment – 1 day)	
	Coaching teachers to develop positive Learning Behaviours Identified support for Statement of Action strategies	
	Administration & HR Manager	
	Single Central Record Human Resources School Calendar Main Office Support	