



## SMT ROLES AND RESPONSIBILITIES 2023 – 2024



Name	Line Management	Pastoral	Students	Admin / Publications	Ofsted / School Improvement	Events / Careers Events	Data / Tracking	External Links / Developments	T&L	Misc
<b>Headteacher</b>	SMT (English/History /Maths/RE) Finance PA/Admin Chaplain MFL RE	ALL	Ethos. Suspensions. Student Senior Team. Admissions.	Prospectus. Governor Reports. Recruitment. Staffing. School Policies. DOE.	Staff meetings. SEF. SIP. Middle Managers. Strategic Overview. Finance. Deep Dives.	ALL: Oversight. Mocks/Exams.	Whole School.KS4. PPI	CS/LEA Area Meetings. Primary Cluster. Fundraising. Secondary Heads. Friends.	Observation standards. TEEP. Deep Dives.	Site Walking. H&S. School Productions. Official Events. Leavers Ball. Governors. Display. PTA.
<b>Senior Leader</b>	Cover Art/DT/Photog. Chaplain	Year 11. DOSC.	Year 11 Tutor Time. KS3 Homework.	Calendar. School Photos. Extra-Curricular. School Policies.	CPD. Section 48. SEF: Leadership. Perf Management. Development. Whole School Marking.	Year 11 Parents Evening. Prefect Appointments. Year 11 Information Evening. Prom. Leavers Assembly.	Year 11. Homework.	Church. Press/Publicity. PSHE. RSE. School Trips.	Independent engagement.	Site Walking. New Staff Induction. Productions. Anti-Bullying week. School photos. Governors. Website.
<b>Assistant Head</b>	Maths. Geography. PE.	Year 10. Evening Prep.	Ethos. Year 10 Tutor Time. Extra-Curriculum Clubs.	Timetable. Options. Duties. School Policies.	T&L. SEF: T&L. Standards. Whole School numeracy.	Year 10 Parents Evening. Options Evening. Prefect Appointments.	Year 10 Whole School Assessment.	IYFA.	Adapted Learning. Numeracy.	Site Walking. Photos. Midway sup. Movement/ Lunch. Governors. Website.
<b>Assistant Head</b>	Careers. ECTs. Trinity. PA. Child Development.	Year 7. DOSC.	Ethos. Year 7 Tutor Time. Attendance. Punctuality.	Student Planners. Staff Handbook. Assemblies. School Policies.	Safeguarding. SEF: Behaviour & Safety. ECT's. Whole School surveys. Parent View. Whole School literacy.	Year 7 Parents Evening/Tutor Evenings.	Health & Wellbeing.	Police. LAC.	Safeguarding.	Site Walking. Extra-curricular. Productions. Movement/ lunch. Governors. Website.

Name	Line Management	Pastoral	Students	Admin / Publications	Ofsted / School Improvement	Events / Careers Events	Data / Tracking	External Links / Developments	T&L	Misc
Senior Leader	History Psychology/ Sociology EAL	Year 9	Ethos. Rewards. Year 9 Tutor Time. Book Sharing. Active Guidance.	Open Morning. EAL Bulletin. School Policies.	Middle Leader programme. Effective Assessment.	Year 9 Parents Evening/Tutor Evening. OAP Party.	EAL.	EAL – LA.	EAL.	On Call. Duty Leader. H&S. Governors. Website.
Senior Leader	Media/Film English LRC ICT/Computing	Year 8	Ethos. Year 8 Tutor Time. G&T. KS4 Homework.	Induction. School Policies.	Middle Leader programme. Tutoring Programme. Reading.	Year 8 Parents Evening.	Most Able.	Fundraising. Shared Library Service.	Literacy. Independent Learning.	On Call. Duty Leader. H&S. Governors. Website.
Deputy Headteacher	SEND ICT Support Science Exams Inclusion	Year 11 Ethos. Tutor Time activities.	School Based Exclusions.	Newsletter. Recruitment. DFE Checking. Changeover Duties. Governors Policy Committee.	SEND. Reading.	Exams presentation to Governors. Year 11 Information Evening.	SEND.	Inclusion Centre.	SEND/ Vulnerable Groups.	Cross Curricular Links.