

Senior Leadership Team: roles and responsibilities

Headteacher
Jaime Mallett (JMA)
Key responsibilities: Strategic direction: vision and values; Senior Leadership Team; Curriculum Leadership Team (HHO, SGE, SMA); Health and safety; School improvement planning & self-evaluation; Site, finance and HR; Staff workload & wellbeing; Staff performance management; Cluster schools liaison; Ofsted; Governance; Enrich Learning Trust links
Ofsted framework lead: Quality of Education; Leadership and Management
AIP objective lead: 8 (commitment to staff); 9 (strategic leadership)
Governance link(s): Chair of LGB; Health and Safety; Staff wellbeing
Subject line management: Science
Other line management: Deputy Head (EWE); Assistant Heads (HHO, SGE, SMA); School Support Manager & Head's PA (HDS); Premises Manager (MNO)
Policy ownership: Complaints; CCTV; Data Protection; Health and safety
Website ownership: Welcome; About us; Governance; Key information; Newsletters; Ofsted; Our community; Our vision; Policies; Senior Leadership Group
Principal accountability measures: Whole school performance; Ofsted; Pupil numbers; Finance; Health and safety; Staff workload and wellbeing; AIP impact; Outcomes in science

Deputy Headteacher
Emma Webb (EWE)
Key responsibilities: Deputising for the Headteacher; Behaviour and positive pupil attitudes to learning; Form tutor programme; Attendance; Pupil welfare and support; Admissions; Fair Access Panels; Rewards; Parental engagement; On Call; Duties; Management of First Aid and medical needs provision
Ofsted framework lead: Behaviour and Attitudes; Personal Development
AIP objective lead: 5 (outstanding attendance) 6 (pupil behaviour, attitudes and welfare)
Governance link(s): Behaviour; Attendance
Subject line management: English; MFL
Other line management: Assistant Heads (NBR, NSI); Directors of KS3 and KS4 (CDA, JRI); Attendance Manager; Medical Practitioner; Pastoral Team administrator, Inclusion Room manager
Policy ownership: Admissions; Anti-bullying; Attendance; Behaviour; Children with health needs who cannot attend school; Exclusions; First Aid; Home School Agreement; Medicines; Supporting pupils with medical conditions; Uniform
Website ownership: Admissions; Anti-bullying; Attitude to learning; Equipment; Medication; Parent information; Pupil support; School Council; School uniform; Year 7 intake information
Principal accountability measures: Attendance and Persistent Absence; Behaviour and sanctions; Bullying; Exclusions; PASS; Form time standards; Punctuality; Rewards; Outcomes in English and MFL

Assistant Headteacher: Curriculum design	Assistant Headteacher: Quality of teaching	Assistant Headteacher: Raising achievement	Assistant Headteacher: Safeguarding, SEND and Character Education	Assistant Headteacher: Personal Development
Hannah Holmes (HHO)	Samantha Gerrard (SGE)	Sandra Manning (SMA)	Nick O'Brien (NBR)	Nigel Sinclair (NSI)
Key responsibilities: Curriculum design; CLFP; Department review and improvement; HoD meetings and briefings; Homework; Options; Literacy (including reading strategy and library)	Key responsibilities: Teaching standards and quality assurance; Teacher support; Digital lead; New staff induction; Early Careers (ITT and ECT coordination, QA and evaluation); Staff professional development	Key responsibilities: Assessment; Exams; Reporting; Data; Identification and tracking of underachieving pupils and cohorts; Coordination and QA of interventions; Pupil Premium and disadvantaged pupils; Designated Teacher for LAC; Cover Team QA; Staff absence management; School calendar	Key responsibilities: Designated Safeguarding Lead; SENDCO; Mental health support services; SMSC, British Values and Collective Worship; RSHE; Equalities	Key responsibilities: Personal development strategy; Careers (CEIAG); More Able Pupils strategy; Pupil leadership strategy; Extra-curricular, educational visits & Enrichment Week; House system; Sustainability leadership; Promoting healthy lifestyles; Canteen; BTEC Quality Nominee; Open Evening & Mornings and school prospectus
AIP objective lead: 2 (curriculum); 4 (literacy)	AIP objective lead: 3 (world-class teaching)	AIP objective lead: 1 (outstanding achievement)	AIP objective lead: 7 (personal development)	AIP objective lead: 7 (personal development)
Governance link(s): Curriculum	Governance link(s): Standards; GDPR & cyber	Governance link(s): Outcomes; Pupil Premium	Governance link(s): Safeguarding; SEND & LAC; Equality	Governance link(s): Careers
Subject line management: Design Technology; PE	Subject line management: Art; computing	Subject line management: Maths; history	Subject line management: Society & Ethics	Subject line management: Geography; drama; music
Other line management: Timetabler; Head of Literacy; EAL coordinator	Other line management: Head of Instructional Coaching	Other line management: Data Team Manager; PP coordinator	Other line management: Head of SRB; Deputy SENDCO; Safeguarding Officer; Mental Health Practitioner	Other line management: Careers Lead; MAPCO; DofE Manager; SNAG coordinator
Policy ownership: Curriculum; Homework	Policy ownership: Teaching and learning	Policy ownership: Assessment; Examinations; Pupil Premium statement	Policy ownership: Accessibility plan; Equality; Mental health; Positive handling; RSHE; Safeguarding; SEND policy; SEND information report	Policy ownership: Alumni links; Careers; Educational Visits
Website ownership: Core Knowledge; Curriculum; Library; Options; PE kit	Website ownership: Internet safety	Website ownership: Armed forces; Assessment and feedback; Exams; Exam results; Pupil Premium; Pupil reports information; Revision links	Website ownership: Assemblies; Autism Base; Parental wellbeing; Special Educational Needs; Wellbeing & mental health support	Website ownership: Activities Week; Careers; Catering; Clubs; Duke of Edinburgh; Houses; Most able; Open Evening; Prospectus; Pupil leadership; SNAG; Trips and events; Videos; Work experience
Principal accountability measures: Curriculum alignment with national expectations; CLFP metrics; Impact of department improvement plans; Homework; NGRT; Outcomes in DT and PE	Principal accountability measures: Teaching standards across the school; ITT and ECT success rates; Retention of RQTs; Support plan success; Provision, quality and impact of CPD; Outcomes in art and computing	Principal accountability measures: GL Assessment; KS4 outcomes; Success of interventions; Outcomes for DPs; Cover team standards; Staff absence reporting and analysis; Outcomes in maths and history	Principal accountability measures: Safeguarding; SEND and SRB standards and outcomes; Impact of mental health support interventions; Equalities breaches; Outcomes in society & ethics	Principal accountability measures: Careers and NEET; Provision and outcomes for More Able pupils; Scope and quality of extra-curricular provision and participation rates for different cohorts of pupils; FSM canteen uptake; Outcomes in drama, geography and music

Wider Leadership Team: roles and responsibilities

Director of Behaviour and Attitudes: KS3 Craig Daniels (CDA)	Director of Behaviour and Attitudes: KS4 Joe Riches (JRI)	School Support Manager and Head's PA Helen Da Silva (HDS)	Operations Manager: Data, exams and cover Dawn Daniels (DDA)	Premises Manager Mark Noble (MNO)
<p>Key responsibilities: Behaviour, welfare and attitudes: Years 7, 8 and 9 Pastoral Support Leader for Year 7 Year 6-7 transition</p>	<p>Key responsibilities: Behaviour, welfare and attitudes: Years 10 and 11 Pastoral Support Leader for Year 11 Pupil voice and School Council</p>	<p>Key responsibilities: School administrative support HR and staff recruitment (including compliance checks) Communications Admissions appeals coordination Complaints coordinator Staff wellbeing lead PA to the Headteacher</p>	<p>Key responsibilities: Data management Curriculum management and timetabling MIS School census Staff absence returns Management of cover and supply Management of exams team</p>	<p>Key responsibilities: Health and safety oversight: risk assessments, training and record-keeping Site management, improvement, maintenance and security Fire safety Lettings</p>
<p>Line managed by: Deputy Headteacher</p>	<p>Line managed by: Deputy Headteacher</p>	<p>Line managed by: Headteacher</p>	<p>Line managed by: Assistant Headteacher (SMA)</p>	<p>Line managed by: Headteacher</p>
<p>Line management: Pastoral Support Leaders: Y8 & Y9 Pastoral Support Officers: Y7, Y8 & Y9</p>	<p>Line management: Pastoral Support Leader: Y10 Pastoral Support Officers: Y10 & Y11</p>	<p>Line management: HR Officer School Administrative Support Officers</p>	<p>Line management: Data Administrator Exams Manager Cover Team Data & Exams Assistant</p>	<p>Line management: Assistant Premises Managers Cleaning Team</p>