

# SLT RESPONSIBILITIES



<p style="text-align: center;"><b>HEADTEACHER</b> <b>BEVERLEY SCOTT-HERRON</b></p>	<p style="text-align: center;"><b>DEPUTY HEADTEACHER</b> <b>CHRIS KINSEY</b> <b>QUALITY OF EDUCATION</b></p>	<p style="text-align: center;"><b>SENIOR ASSISTANT HEADTEACHER</b> <b>JAMES KOLTAN</b> <b>QUALITY OF EDUCATION</b></p>
<ul style="list-style-type: none"> <li>• The internal organisation, management and control of the school</li> <li>• Implementation of policy and procedure as approved by the Governing Body</li> <li>• Strategic planning</li> <li>• School Improvement</li> <li>• School Self Evaluation</li> <li>• Staff recruitment and retention</li> <li>• Staff well being</li> <li>• Performance Management, Appraisal and Pay Progression</li> <li>• Attendance and Absence reviews</li> <li>• Educational Visits final approval</li> <li>• Representing the school locally and with national bodies</li> <li>• Liaison with the Governing Body and Trust</li> <li>• Financial Management</li> <li>• Building Management</li> <li>• Policy Development</li> <li>• Safeguarding and Child Protection (DSL)</li> <li>• Critical Incidents</li> <li>• Publicity</li> <li>• Development and upkeep on the school website</li> <li>• School Handbook and Annual Calendar</li> <li>• Communication with LA, WASCL DFE and Ofsted (Census and data returns)</li> <li>• Senior Teacher - LAC</li> <li>• Community Engagement</li> <li>• Whole School Ethos including SIAMS and Worship Programme</li> <li>• Events</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching. Learning, Curriculum and Standards</li> <li>• Deputising for the Headteacher</li> <li>• Curriculum Development</li> <li>• Deputise for the Headteacher</li> <li>• Training and Professional Development of all staff (CPD)</li> <li>• Organisation of the whole school continuous CPR programme</li> <li>• To be trained as Designated Senior Lead (DSL)</li> <li>• Management of Appraisal programme</li> <li>• School Improvement Calendar</li> <li>• Show My Homework</li> <li>• Strategic Lead for Whole School Literacy</li> <li>• Staff well-being provision</li> <li>• National and International Link</li> <li>• Deployment of SLEs/Lead practitioners</li> <li>• Return to work interviews</li> <li>• CPR Lead (Curriculum Precision Response)</li> <li>• Peer to Peer reviews</li> <li>• Interview Programmes</li> <li>• New Staff Induction Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment, Recording and Reporting</li> <li>• Curriculum development</li> <li>• <b>Tracking and monitoring of students'</b> curriculum and progress who are in Alternative Provision</li> <li>• Pupil Premium lead</li> <li>• TACT Assessment</li> <li>• Strategic Lead for Numeracy across the Curriculum.</li> <li>• PAC programme (Progress Assessment and curriculum)</li> <li>• Intervention and support strategies</li> <li>• Key performance Indicators</li> <li>• Data management</li> <li>• All examinations both internal and external</li> <li>• Setting arrangements and movement</li> <li>• Strategic Management of Year 9 Options Process</li> <li>• Management and oversight of student destination information</li> <li>• Reports to parents/carers</li> <li>• <b>'Working at' reports</b></li> <li>• Pupil Premium and Diminishing the Differences</li> <li>• Catch up funding</li> <li>• <b>Parents' Evenings</b></li> </ul>

<b>ASSISTANT HEADTEACHER JOHN LEONARD BEHAVIOUR AND ATTITUDES</b>	<b>ANNA MAWBY PERSONAL DEVELOPMENT</b>	<b>OPERATIONS AND FINANCE MANAGER MIKE FRODSHAM</b>
<ul style="list-style-type: none"> <li>• Whole School Pastoral Care HOY/AHOY</li> <li>• Welfare – risky behaviours, anti-bullying, drug education etc.</li> <li>• Learning Enrichment Hub and Cognition and Learning Hub</li> <li>• Attendance</li> <li>• Assembly and Tutor programme</li> <li>• DSL including Prevent etc.</li> <li>• Mental Health strategic lead including FIM</li> <li>• Multi-Agency Engagement</li> <li>• Alternative Provision and personalised timetables</li> <li>• <b>Tracking and monitoring of students'</b> curriculum and progress who are in Alternative Provision</li> <li>• Behaviour Management Systems and Strategies</li> <li>• BSB and Inclusion (C3)</li> <li>• SEND provision and strategy across the school.</li> <li>• Admissions, Managed Transfers and FAP</li> <li>• Exclusions and off site placements</li> <li>• Tracking and support of in-year admissions and transient students.</li> <li>• Achievements Evening</li> <li>• Advent, Easter and Leavers Services</li> <li>• Rewards and sanctions</li> <li>• School Comms.</li> <li>• Staff Duties</li> </ul>	<ul style="list-style-type: none"> <li>• KS2 –KS5 transition</li> <li>• Inauguration Evening</li> <li>• CEIAG lead</li> <li>• Destinations and Pathways Post 16</li> <li>• NQT and ITT Lead</li> <li>• Boteler Elite Programme</li> <li>• House System</li> <li>• Management and oversight of student destination information</li> <li>• Charities coordination</li> <li>• Community Development</li> <li>• Student Leadership Body</li> <li>• TCAT Parliament</li> <li>• Student Voice</li> <li>• Sports Leaders</li> <li>• Parental Engagement</li> <li>• Parents Supporting Boteler</li> <li>• Promotion and organisation of the House System</li> <li>• Prefects</li> <li>• Ambassadors</li> <li>• Development of Curriculum for Life and Enrichment Programme</li> <li>• Parent View and Parent Surveys</li> <li>• Newly Qualified Teachers</li> <li>• Initial Teacher Training</li> </ul>	<ul style="list-style-type: none"> <li>• Business and Financial Policy Procedures and Strategy</li> <li>• Financial Audits</li> <li>• Financial Value Standard</li> <li>• Budget and forecasting</li> <li>• Lettings</li> <li>• Business Mangers Hub</li> <li>• Pupil Premium and Catch up funding expenditure</li> <li>• Accident reporting</li> <li>• Benchmarking</li> <li>• Building and Estates</li> <li>• Assets Management</li> <li>• Insurance</li> <li>• Health and Safety, strategy, system, policies and procedures</li> <li>• Fire and Bomb Evacuation procedures</li> <li>• Site management – strategic and operational</li> <li>• Administrative teams</li> <li>• Facilities Hire</li> <li>• Building Management</li> <li>• Network and Systems</li> <li>• Catering</li> </ul>

