



# Senior Leadership Roles & Responsibilities 2023-2024

## Headteacher

### School Improvement, Self-evaluation & Strategic Leadership

- Admissions oversight
- Curriculum oversight
- School self-evaluation
- School improvement
- Strategic vision and development
- Financial accounting officer

Events: Open Day and Induction Evening

## Deputy Headteacher

### Curriculum, T & L and Assessment

- Oversight of quality of education
- ITT/ECT oversight
- Assessment, recording and reporting.
- Student progress and achievement
- Transition
- Subject team self-evaluation
- Pupil premium
- SEND
- Data manager/Exams officer

Events: Student choice evenings

Prize Giving

## Director of Resources

### Human resources, finance, estates & facilities

- Oversight of resources
- Human resources
- Finance
- Stakeholder engagement
- Estates development
- Professional development
- Data protection officer
- Chief Financial Officer
- Staff induction
- Support team self-evaluation

## Deputy Headteacher

### Personal Development, Behaviour & Welfare

- Oversight of pastoral provision
- Oversight of Careers
- Designated safeguarding lead
- LAC & Vulnerable
- Personal development
- Student behaviour, attendance and welfare
- Student support
- Transition
- Key stage staff CPD
- Key stage team self-evaluation

## Assistant Headteacher

### Teaching & Learning

- Teaching and Learning
- Recording & Reporting
- ITT & ECT
- CPD – subject staff
- Digital Learning
- Enrichment

Events: Parents' Evenings

## Assistant Headteacher

### Data, Progress & Achievement

- Student progress & achievement
- Assessment
- CPD
- Student academic support
- Key stage self-review
- Pupil premium

Events: Awards Events

## Assistant Headteacher

### SENDCO

- Special Educational needs
- Teaching & Learning

Events: SEND events

## Assistant Director of Resources

### Facilities & Services Curriculum & administration support

- School wide administration
- Health and safety
- ICT
- Catering
- Estate management
- CPD support

Events: Entrance Test

## Assistant Headteacher

### Personal Development & CIAG

- Personal Development
- Whole school CIAG
- UCAS lead
- Careers Leader
- Work Experience
- SPT
- Student Leadership
- Assemblies

Events: Careers Fair & Post 18 info evenings

## Assistant Headteacher

### Behaviour & Welfare

- Behaviour & Welfare KS3 & KS4
- Attendance & Punctuality
- D of E
- Deputy Safeguarding Lead

Events: Tutor evening