

Head Teacher	Deputy Headteacher Student Culture (Attendance, Behaviour and Safeguarding)	Deputy Headteacher Curriculum, Progress and Attainment
<ul style="list-style-type: none"> • Lead and develop one of the TTLP Community Clusters and work with heads across the Trust • Leadership of the schools' vision & values • Leading the school's improvement through effective self-evaluation processes • Leading the monitoring and evaluation of the school's work. • Leading the school's strategic financial planning • Representing the school in the local and wider community, leading an outward-facing school with works with other schools. • Supporting the work of the partner primary schools. • Developing and maintaining partnerships with the Governing Body to challenge strategic planning for the school. • Leading and overseeing the work of the Senior Leadership Team. • Oversight of all aspects of school life • Head Teacher responsibilities to all staff, students & governors • Inspection readiness and accountability & Ofsted • Policy development & review • Appraisal for all staff • Staff welfare and workload • Staff recruitment & Succession Planning • Staff Safeguarding responsibilities 	<ul style="list-style-type: none"> • Strategic lead for student culture, rewards, behaviour, appearance and attitude to learning • Strategic lead for whole school behaviour management systems • Strategic lead for the behaviour curriculum including; character education; student culture routines; the induction and re-induction programme • Strategic lead of alternative provision, THRIVE centre and high tariff students • Strategic lead for medical Needs & First-Aid Training, school nurse, inoculations • Senior DSL • Pastoral intervention & support strategies across the School • Coordination of the inclusion & pastoral meetings • Coordination of school counselling services • Attendance & punctuality across the School • SEND provision and progress • Admissions • Internal and external exclusions • Transition • Y6 Open Evening • Run of the day and staff duties • Staff cover/leave of absence • Cover and absence monitoring • Staff welfare including return to work Interviews 	<ul style="list-style-type: none"> • Raising Attainment & Progress across the School • Progress & Attainment Intervention across the School • Chair of curriculum middle leader meetings • Leadership of development of the quality of teaching & learning • Appraisal process for teaching staff • Oversight of whole school curriculum planning (intent, implementation and impact) • Strategic lead over timetabling, curriculum design & staffing • Strategic lead for intervention • Leadership of the Year 9 Options process • Assessment, Recording & Reporting • Target Setting and Monitoring of Progress • Governors' Key Performance Indicators (KPI's) • Data Management & Data Protection - GDPR • All Examinations both Internal and External • Leadership of the QA process • School Calendar • Strategic Lead for Pupil Premium • Oversight of new staff induction • Oversight of ITT and ECT programme • Oversight of CPD programme • External & Internal Communication Systems • Strategic lead for the planning days • Strategic lead for parents evenings, parents information evenings and presentation evenings

Assistant Headteacher Attendance & Safeguarding	Assistant Headteacher Student Culture & Inclusion	Assistant Headteacher Sixth Form & Progress & Attainment and Key Stage 4	Assistant Headteacher Personal Development & Progress and Attainment Key Stage 3	Assistant Headteacher Curriculum, Professional Development & Coaching
<ul style="list-style-type: none"> • DSL for safeguarding and child protection • Whole school Safeguarding and Child Protection Training • Oversight of vulnerable inclusion (Hive) • Work with Multi-Agency teams to ensure appropriate support for our most vulnerable students • Students mental health and counselling provision • Designated teacher for looked after children • Plan and resource the the Personal Development curriculum content specific to online & offline safety & other safeguarding content e.g risks from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism – and making students aware of the support available to them, inappropriate use of mobile technology and social media • Strategic lead for attendance & punctuality 	<ul style="list-style-type: none"> • Strategic lead for student culture, rewards, behaviour, appearance and attitude to learning • Leadership of whole school behaviour management systems • leadership of internal and external exclusions • Student culture routines including re-induction • Plan and resource the content of the behaviour curriculum as part of the PD curriculum and induction and re-induction programme • Plan and resource the character education content as part of the personal development curriculum • Strategic lead of alternative provision, THRIVE centre and high tariff students • Manage the Year teams • Medical Needs & First-Aid Training, school nurse, inoculations 	<ul style="list-style-type: none"> • Strategic lead for Sixth Form provision • Lead links between the Sixth Form and the wider community • Maximise student achievement and progress within the Sixth Form • Lead and manage the Sixth Form Team • Have oversight of quality of T&L in Sixth Form • Lead recruitment & retention of students into the Sixth Form • Sixth Form self-evaluation & improvement planning • Ensure effective Sixth Form Transition • Lead the Sixth Form Open Evening • Monitor progress and attainment at KS4 and ensure appropriate interventions are in place to close gaps • Leadership of the student focus session on planning days for KS4 • Parents' evenings KS4 • Parent information evenings KS4 • End of year presentation evenings for KS4 	<ul style="list-style-type: none"> • Strategic lead for personal development including the mapping of the curriculum and the quality of the resources and delivery • SMSC • CEIAG • Extra-curricular/enrichment • Volunteering/Social action • Student Leadership including student council • Assemblies & Tutorial Programme • RSE/PSHE • Community Engagement • Parental engagement and participation • Monitor progress and attainment at KS3 and ensure appropriate interventions are in place to close gaps • Leadership of the student focus planning days for KS3 • Parents' evenings KS3 • Parent Information Evenings KS3 • End of year presentation evenings for KS3 • Strategic wellbeing lead for the school 	<ul style="list-style-type: none"> • Strategic lead for teaching staff professional development • Implementation and monitoring of Instructional Coaching • CPD lead for coaching and pedagogy • T&L bulletin and other communications • Promotion and development of research and evidence-based practice • Leadership of staff induction • Leadership of ECT framework and ITT, including Teach First development • Leadership of external staff development, including NPQs • CPD programme • Leadership of the quality assurance of T&L and curriculum • Leadership of subject curriculum design and development • Leadership of marking, feedback and homework

Associate Assistant Headteacher SEND & Inclusion	Associate Assistant Headteacher English and Literacy	Associate Assistant Headteacher Progress & Attainment KS3	Associate Assistant Headteacher Progress & Attainment KS4	School Business Manager
<ul style="list-style-type: none"> • Strategic lead for SEND provision • Provision mapping, tracking the impact of specific interventions to ensure that students with SEND make better progress • Liaise and make links with external agencies for SEND provision and specialism • Track the progress of students with SEND, also exclusions, detentions and attendance • Provide information to all staff about SEND students • Lead staff training with regard to SEND, that ensures all staff have the knowledge, skills and understanding to plan teaching and learning effectively and enable students with SEND to make expected progress • Lead the quality assurance of SEND provision • Access Arrangements for internal and external examinations • Annual Review process for students with EHCPs • Manage the referral system to the HIVE for students with SEMH 	<ul style="list-style-type: none"> • Strategic lead for whole school literacy • Development of reading culture • Implementation and monitoring of literacy interventions • Line management of English faculty • Liaison with SENDCO to arrange intervention and develop curriculum in English and Literacy • Leadership of the reading in tutor time programme • Staff training in disciplinary literacy • Auditing and monitoring of literacy provision across the school • Management and communication of reading age data 	<ul style="list-style-type: none"> • Monitor the attainment & progress of students to raise standards of attainment as they move across a Key Stage, including analysing data to identify students who would benefit from additional support and intervention • Identify underperforming PP/Disad students within each year group and ensure appropriate support and interventions are being implemented • Lead the Raising Standards Team meetings for each year group and agree appropriate interventions for students underperforming • Have oversight of the intervention programme and monitor and evaluate impact • Respond to parental concerns about student progress and liaise with appropriate staff • Ensure that all students are best prepared for the next stage in their education or employment e.g transition from key stages • Liaise with extended leadership, including the SENCO, to ensure the needs of vulnerable students are met 	<ul style="list-style-type: none"> • Monitor the attainment & progress of students to raise standards of attainment as they move across a Key Stage, including analysing data to identify students who would benefit from additional support and intervention • Identify underperforming PP/Disad students within each year group and ensure appropriate support and interventions are being implemented • Lead the Raising Standards Team meetings for each year group and agree appropriate interventions for students underperforming • Have oversight of the intervention programme and monitor and evaluate impact • Respond to parental concerns about student progress and liaise with appropriate staff • Ensure that all students are best prepared for the next stage in their education or employment e.g transition from key stages • Liaise with extended leadership, including the SENCO, to ensure 	<ul style="list-style-type: none"> • Overall management responsibility of school premises, building projects and maintenance work • H&S compliance • Oversight of financial controls • Oversee the work of the Community Team • Oversight of HR services within the school • Oversight of Support staff structures, contracts, appraisals, training and development • Management of admin teams • Management of contracts and outsourced business services • Educational Visits Coordinator (EVC)

needs alongside the AHTs for safeguarding and behaviour	<div data-bbox="689 197 860 225"> <div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>+</div> </div> </div>	<ul style="list-style-type: none"> • Contribute to the personal development curriculum planning ensuring student skills and reviews of reports are effectively mapped into the curriculum planning • Contribute to the planning of parent information evenings, Parents' Evenings and Celebration Evenings • Lead and communicate year group/key stage action/improvement plan to all staff • Lead the student focus sessions on planning days • Reward, celebrate and make visible those students performing well after assessment points; including updating the top 50 students for both attainment and progress boards • Lead on internal and external exams, ensuring all stakeholders are informed and attendance is high for all exams • Be a positive member of ESLT and attend relevant meetings when required 	<p>the needs of vulnerable students are met</p> <ul style="list-style-type: none"> • Contribute to the personal development curriculum planning ensuring student skills and reviews of reports are effectively mapped into the curriculum planning • Contribute to the planning of parent information evenings, Parents' Evenings and Celebration Evenings • Lead and communicate year group/key stage action/improvement plan to all staff • Lead the student focus sessions on planning days • Reward, celebrate and make visible those students performing well after assessment points; including updating the top 50 students for both attainment and progress boards • Lead on internal and external exams, ensuring all stakeholders are informed and attendance is high for all exams • Be a positive member of ESLT and attend relevant meetings when required 	
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