

SENIOR LEADERSHIP TEAM ROLES AND RESPONSIBILITIES – REVISED STRUCTURE

HEAD TEACHER
Neil Morrison
<ul style="list-style-type: none"> • Overall Strategic Leadership and Development • Budget Planning and Monitoring • Staffing • Monitoring and Evaluation of School Performance – SEF • School Development Plan • Premises Planning and Development • TVC
Meetings: Staff Meetings Full Governing Body Meetings All Governing Body Committee Meetings Arts Management Board

SCHOOL BUSINESS MANAGER
Susan Hope
<ul style="list-style-type: none"> • Monitor the effectiveness of support staff/systems and plan strategic development • Monitor the financial procedures and systems in the school and liaise with the head teacher and governors on financial matters • Ensure health and safety requirements with regard to people and property are maintained • Ensure procedures are in place for monitoring the school site and its buildings, their maintenance, development and efficient use • Ensure the school meets the financial regulations • Manage the administration related to personnel and payroll matters • Oversee data management systems • Oversee ICT network and audio visual systems and support • Oversee career development of support staff including performance management and training • Oversee examination system • Adult Education • School Catering • Oversee School Transport arrangements (with other SLT members)
Meetings: Full Governing Body Meetings Governor Staffing Committee Governor Finance & Premises Committee

DEPUTY HEAD TEACHERS		
Helen Bailey – Teaching & Learning (KS3, KS4 + KS5)	Andy Byers – Curriculum (KS3, KS4 + KS5)	Di Harris – Student Guidance & Support (KS3, KS4 + KS5)
<ul style="list-style-type: none"> • Teaching and Learning Policy • Teaching and Learning Developments and Monitoring • Monitoring of Teaching and Learning Quality and Environment • CPD Policy • CPD Developments and Monitoring • Investors in People • Monitoring ITT/NQT/GPT • Monitoring Performance Management • E-maturity developments and monitoring • Monitoring ICTAC • E-safety developments and monitoring 	<ul style="list-style-type: none"> • Curriculum Policy • Curriculum Development and Monitoring • Monitoring and Evaluation of Departmental Performance/Target Setting • Departmental Development Plan Monitoring • Monitoring Student Curriculum/Options • Monitoring of Timetable Process • Staff Deployment • Homework/OHL Monitoring 	<ul style="list-style-type: none"> • Behaviour Policy • Attendance Policy • Monitoring Behaviour and Attendance • Monitoring Student Intervention Strategies • Pastoral Development Plan Monitoring • Monitoring of alternative Curriculum Support for Specific Students • Monitoring Provision of Additional Educational Needs • Monitoring of PSHCE Programme • Lead and Co-ordinate Outside Agencies' Support • Child Protection Lead • Looked After Children Lead • Academic Tutoring
Self-Evaluation Systems Middle Leader Development		
Meetings: Full Governing Body Meetings Governor Staffing Committee E-Mature Strategy Group	Meetings: Curriculum Leaders' Meetings Full Governing Body Meetings Governor Pupil & Curriculum Development Committee Governor Finance & Premises Committee	Meetings: Learning & Guidance Co-ordinators School Council Full Governing Body Meetings Governor Pupil & Curriculum Development Committee Governor Community Engagement Committee

Assistant Headteacher: Director of Lower School (KS3) Les Palmer	Assistant Headteacher: Director of Individual Student Support/Director of Performing Arts – James Andriot
<p>Pupil Guidance & Support (DIH)</p> <ul style="list-style-type: none"> • Transition programme (including curriculum based activities for Y5-8, Y8-9 transition programme and Y9 induction) • Development with LGC of the PSHCE Programme/Scheme of Work • Provide support for Y9 LGC (attendance, behaviour, uniform and pastoral support) • Support new Y9 LGC with construction of tutor groups • Use data to identify under-achievement; work with LGC and SENCo/Head of Additional Needs to co-ordinate intervention programmes • Attend Y9 year team meetings • Attendance at LGC meetings <p>Curriculum and Standards (ANB)</p> <ul style="list-style-type: none"> • Review and development of the Y9 curriculum • Use of assessment data to identify under-achievement or other issues in subject areas and liaise with curriculum leaders to address these • Middle School Curriculum Liaison (attend Middle School Heads' meetings and manage KS3 Liaison Programme) • Lead the options process for Y8 to Y9 students • Attend curriculum leaders' meetings and provide input on Y9 issues <p>Teaching and Learning (HEB)</p> <ul style="list-style-type: none"> • Observe teaching in Y9 and support process of improving quality of T&L at KS3 • Contribute to Middle Leader Development in relation to Y9 teaching, learning, A4L and differentiation • Lead initiatives and support departments in tracking Y9 students, overseeing student panels • Oversee Y9 aspect of E-learning strategy and other teaching initiatives <p>Other Duties</p> <ul style="list-style-type: none"> • Oversee cover supervision arrangements • Assisting the Deputy Head Curriculum with (a) input and co-ordination of option systems and (b) construction and maintenance of school timetable. • Assisting the Deputy Head Teaching & Learning – organising and implementing a teachers' coaching and mentoring programme 	<ul style="list-style-type: none"> • Carry out SENCo role (see separate job description) • Manage the team of Teaching Assistants • Oversee the work of the Gifted and Talented Co-ordinator • Oversee the work of the Lead Teacher ASD provision • Work with the Directors of Schools on intervention and support programmes for specific students (SEN, disaffected, persistent absentees) • Lead and manage the work of Turning Point • Co-ordinate Performing Arts at QEHS • Lead school links with relevant arts and arts education agencies • Act as the school's BTEC Quality nominee
Director of Sixth Form (KS5) – John Hill	Director of Upper School (KS4) – Andy Hedley
<p>Pupil Guidance & Support (DIH)</p> <ul style="list-style-type: none"> • Transition programme KS4-KS5 including options • Development with LGCs of the PSHCE Programme/Scheme of Work • Provide support for Y12 and Y13 LGCs (attendance, behaviour and pastoral support) • Use data to identify under-achievement: work with LGCs and SENCo/Head of Additional Needs to co-ordinate intervention programme (internal and external) • Attend Y12 and Y13 team meetings <p>Curriculum and Standards (ANB)</p> <ul style="list-style-type: none"> • Review and development of the KS5 curriculum • Use of assessment data to identify under-achievement or other issues in subject areas and liaise with curriculum leaders to address these • Lead the options process for Y11 to Y12 students • Attend curriculum leaders' meetings and provide input on Y12 and Y13 issues • Co-ordinate KS5 Work Related Learning <p>Teaching and Learning (HEB)</p> <ul style="list-style-type: none"> • Observe teaching in Years 12 and 13 and support process of improving quality of T&L at KS5 • Contribute to Middle Leader Development in relation to Y12 and Y13 teaching, learning, A4L and differentiation • Lead initiatives and support departments in tracking Y12 and Y13 students, overseeing student panels • Oversee Y12 and Y13 aspects of E-learning strategy and other teaching initiatives 	<p>Pupil Guidance & Support (DIH)</p> <ul style="list-style-type: none"> • Transition programme KS3-KS4 including options • Development with LGCs of the PSHCE Programme/Scheme of Work • Oversight and monitoring of Work Experience • Provide support for Y10 and Y11 LGCs (attendance, behaviour, uniform and pastoral support) • Use data to identify under-achievement: work with LGCs and SENCo/Head of Additional Needs to co-ordinate intervention programme (internal and external) • Attend Y10 and Y11 team meetings • Attendance at LGC meetings <p>Curriculum and Standards (ANB)</p> <ul style="list-style-type: none"> • Review and development of the KS4 curriculum • Use of assessment data to identify under-achievement or other issues in subject areas and liaise with curriculum leaders to address these • Lead the options process for Year 9 to Y10 students • Attend curriculum leaders' meetings and provide input on Y10 and Y11 issues • Co-ordinate KS4 Work Related Learning <p>Teaching and Learning (HEB)</p> <ul style="list-style-type: none"> • Observe teaching in Years 10 and 11 and support process of improving quality of T&L at KS4 • Contribute to Middle Leader Development in relation to Y10 and Y11 teaching, learning, A4L and differentiation • Lead initiatives and support departments in tracking Y10 and Y11 students, overseeing student panels • Oversee Y10 and Y11 aspects of E-learning strategy and other teaching initiatives