## SENIOR LEADERSHIP TEAM: ROLES AND RESPONSIBILITIES September 2013

### Key Responsibilities

<table>
<thead>
<tr>
<th>Headteacher Ms Janet Sheriff</th>
<th>Deputy Headteacher Learning Infrastructure Mr Chris Rowbottom</th>
<th>Deputy Headteacher Learner Experience To be appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum Link</strong>*</td>
<td><strong>Pastoral / Other Line Management and Governor Links</strong></td>
<td><strong>Strategic leadership and management of the school including:</strong></td>
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</tbody>
</table>
| English, Maths | *PD Link – Year 7  
Associate staff: (HR/HTPA/ Finance Manager)  
Senior Leadership Team meetings  
Progress Leader/Head of Sixth Form  
Faculty & Wider Leadership Team Full Governors’ Meetings  
Governors’ Resources, Leadership and Management Committee  
Other Governors’ Meetings as and when required | Strategic leadership and management of the school including:  
Raising standards and achievement  
Vision and ethos  
Strategic direction and development  
Efficient and effective deployment of staff and resources  
Leadership, motivation, development of all staff  
Self evaluation to inform improvement planning  
Collaboration with the community Accountability to the Governing Body, Ofsted/HMI etc | Strategic leadership and management of the school including:  
Raising standards and achievement  
Positive Discipline to support achievement  
Quality assurance procedures  
Self evaluation to inform improvement planning  
The development and strategic leadership of new approaches to ICT to enhance 21st century learning Development of the Rugby Academy |

### Specific Tasks

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| Positive Discipline and SFL School Improvement Plan  
HT Report to Governors  
SLT Performance Management  
SEF – Context, Leadership and Management, Overall Effectiveness, plus overview of all aspects | Positive Discipline and Standards for Learning – SLT report each term  
Management of exclusions /re-integration Staff duty rota / Staff Handbook  
Student planners  
Self evaluation procedures  
SEF – Overall co-ordination and Behaviour and Safety | Positive Discipline and SFL Quality assurance for learning and teaching – SLT report each term  
Year 9 options process  
Performance Appraisal procedures SEF – Quality of Teaching & Learning |
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<table>
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<tr>
<th>Assistant Headteacher</th>
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<td>Learning Culture</td>
<td>Learner Progress</td>
<td>Learner Support</td>
</tr>
<tr>
<td>Mr Chris Lillington</td>
<td>Mr Russell Gregory</td>
<td>Mr Philip Temple</td>
</tr>
</tbody>
</table>

### Curriculum Link*

- MFL, Drama
- Geography, PE
- Technology, Business Studies, Media

### Pastoral / Other Line Management and Governor Links

- **Curriculum Link**
  - MFL, Drama
  - Geography, PE
  - Technology, Business Studies, Media

- **Pastoral / Other Line Management and Governor Links**
  - *PD Link – Yr 8*
    - Associate staff (Language College Staff, Site & Facilities Manager)
    - International Co-ordinators
    - Governors’ Meetings as and when required
  - *PD Link - Year 11*
    - Associate staff (Intervention Support staff)
    - KS3 & KS4 Progress Leaders
    - Governors’ Meetings as and when required
  - *PD Link – Year 10*
    - Associate staff (SENCO)
    - Student Services Manager, Attendance Assistant, Catering Manager
    - PHSE leader
    - Governors’ Meetings as and when required

### Key Responsibilities

#### Strategic Leadership and Management of the School Ethos Including:
- Raising standards and achievement
- Language College development
- Global citizenship, equality & community cohesion
- External relations / positive school profile
- Trips / visits procedures & quality assurance
- Strategic leadership and management of the site team and resources to improve the physical learning environment

#### Strategic Leadership and Management of Learner Progress and Intervention Including:
- Raising standards and achievement
- Student tracking analysis in order to identify and remedy underachievement
- Effective engagement of parents, learners and staff in learner progress
- Intervention programmes (Yr7 – 13)
- Assessment procedures
- Support for Pupil Premium and other identified learner groups

#### Strategic Leadership and Management of Staff and Learner Well-Being Including:
- Raising standards and achievement
- Attendance improvement strategies
- Admissions
- Support for SEND students
- Support for students learning externally
- PHSE education
- IAG for all students
- Student / Staff voice
- Otley, Pool, Bramhope Cluster Manager

### Specific Tasks

- Positive Discipline and SFL
  - Open Days / Evenings / Prospectus / website and other publicity
  - Community Education Programme
  - Parent / carer engagement / PHA
  - Celebrating student success
  - SEF – Behaviour and Safety

- Positive Discipline and SFL
  - Effective use of challenging learner targets and student tracking
  - Learner progress SLT report each half term
  - Analysis of student outcomes data
  - AAR arrangements - including Parents’ Evenings, SEF – Achievement

- Positive Discipline and SFL
  - Attendance - SLT report each term
  - Child Protection / CAFs
  - Supporting student health / safeguarding
  - Transition activities
  - Work experience
  - SEF – Behaviour and Safety

* The curriculum link areas and PD link year groups may change before September 2013