



## LATHOM HIGH SCHOOL LEADERSHIP TEAM STRUCTURE AND RESPONSIBILITIES

	HEADTEACHER (JMG)	DEPUTY HEADTEACHER (PL)	BUSINESS MANAGER (JM)	SENIOR ASSISTANT HEADTEACHER – INTERVENTION AND ACHIEVEMENT LEAD (LU)
<b>JOB ROLE</b>	To provide whole school leadership and direction	To deputise for the Headteacher and continuously improve Teaching and Learning	To provide effective and efficient services that are in line with probity and governance requirements	To ensure a continuous programme of intervention strategies to secure improved student outcomes
<b>ASSOCIATED TASKS</b>	Deputy Safeguarding and DSL for child protection <ul style="list-style-type: none"> <li>• Curriculum design (including options planning and alternative curriculum)</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of Teaching, Learning and Assessment</li> <li>• Support of In-Year admissions and transient students</li> <li>• Whole school attendance and punctuality</li> <li>• Strategic leadership of Behaviour Management Systems</li> <li>• Inclusion (including hard to reach stakeholders)</li> <li>• Management of Exclusions</li> <li>• Leadership of transition from primary to secondary</li> <li>• Line management of Heads of House – Behaviour for Learning (LU Student Progress)</li> <li>• Oversight of CPD programme</li> <li>• Oversight of whole school literacy programme</li> <li>• Leadership of short stay school links</li> <li>• Leadership of SFIT</li> <li>• Management of ITT and NQT staff and programmes</li> <li>• Plan and deliver CPD programme</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of finance</li> <li>• Leadership of HR</li> <li>• Leadership of Appraisal and Pay progression (with PL)</li> <li>• Leadership of ICT provision</li> <li>• Recruitment and retention</li> <li>• Events</li> <li>• Parent View and Parent Surveys</li> <li>• Parents' Forum</li> <li>• Community Development</li> <li>• Medical needs and first aid training</li> <li>• Leadership of Health and Safety</li> <li>• Leadership of EVC</li> <li>• Leadership of Marketing strategy including oversight of Twitter and Facebook social media communication sites</li> <li>• Induction of new staff</li> <li>• Safer recruitment and SCR</li> <li>• Primary Liaison</li> <li>• Governing Body Policies and Procedures</li> <li>• Leadership of admissions</li> <li>• Links to external Alternative Provision/Curriculum providers</li> <li>• Overview of Student Voice</li> <li>• Prefects and student council</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of academic mentoring systems and strategies, PP,LAC and school support students (including academic mentors and additional teaching staff)</li> <li>• Resolution of student under performance</li> <li>• Leadership of LDG</li> <li>• Leadership of Heads of House in mentoring and intervention</li> <li>• Leadership of presentation evenings and celebrations of success</li> <li>• Pupil Premium – closing the gap</li> <li>• Year 7 Catch Up Funding</li> <li>• Revision and additional study programmes</li> <li>• Leadership of the QA programme, including observations, work scrutiny and departmental review programme</li> <li>• Year 11 Lead</li> <li>• Exam prep and supervision</li> </ul>
<b>HOUSE LINK</b>	All	Bronte	Bronte	Rosalind
<b>GOVERNOR ACCOUNTABILITY</b>	Performance and Standards	Standards and Effectiveness Committee	Standards and Effectiveness Committee Resources Committee	Standards and Effectiveness Committee
<b>MIDDLE LEADER RESPONSIBILITY</b>	Maths, SEN	English, Literacy, MFL, Technology		Humanities, Science
<b>LINE MANAGEMENT</b>	Deputy Headteacher, Business Manager, AHT Student Development and Welfare, SENCO	Heads of House, Internal Exclusion Unit	ICT, Catering, Finance, Front Office, Premises, Health and Safety, Marketing	Technology Team (current) Pupil Premium Interventions Year 11
<b>APPRAISAL RESPONSIBILITY</b>	AF,JCL,JM,PL,MW	ACG,CW,EC,ET,KW,LU	LJ,FN,CH, TM	MK, RM, DR, JH
<b>SELF EVALUATION FORM RESPONSIBILITY</b>	Leadership and Management, SMSC	Personal Development, Behaviour and Welfare, T, L & A		
<b>SCHOOL DEVELOPMENT PLAN RESPONSIBILITY</b>	Leadership and Management	Personal Development, Behaviour and Welfare, T, L & A	Human Resources, Financial Planning	Pupil Premium and Intervention

	<b>SLT LEAD – DATA AND PROGRESS (CW)</b>	<b>SLT LEAD – STUDENT DEVELOPMENT &amp; WELFARE (AW)</b>
<b>JOB ROLE</b>	To maximise achievement and progress by intelligent use of data	To ensure every student can access learning to achieve their best
<b>ASSOCIATED TASKS</b>	<ul style="list-style-type: none"> <li>• Leadership of whole school data</li> <li>• Departmental data use in self-evaluation and development planning</li> <li>• Identification of student under performance</li> <li>• Setting of whole school targets</li> <li>• Data analysis and trend identification</li> <li>• Progress tracking of In-Year admission and transient students</li> <li>• Oversight of impact of intervention on student progress</li> <li>• Leadership of timetable construction</li> <li>• Leadership of exams</li> <li>• Exam prep and supervision</li> <li>• Reporting and Recording</li> <li>• Oversight of whole school numeracy programme</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding and DSL for child protection</li> <li>• Multi agency engagement</li> <li>• Looked After Children (LAC)</li> <li>• On Call, Detention, Duties, Internal, Assembly rotas (with ACG)</li> <li>• Support of young carers</li> <li>• E-Learning strategy and development</li> <li>• Management of student destination</li> <li>• Carers and post 16 guidance</li> <li>• College, university &amp; FE links</li> <li>• Management of Governor student panel and disciplinary meetings</li> <li>• Lead professional on WL Behaviour Panel, managed moves, seclusions and internal exclusions</li> <li>• Leadership of hard to reach stakeholder strategies</li> <li>• Oversight of Special Educational Needs and Disability (SEND) provision and strategy (with ACG)</li> <li>• Leadership of STEM</li> <li>• Leadership of summer school</li> </ul>
<b>HOUSE LINK</b>	Livingstone	Radcliffe
<b>GOVERNOR ACCOUNTABILITY</b>	Standards and Effectiveness Committee	Standards and Effectiveness Committee
<b>MIDDLE LEADER RESPONSIBILITY</b>	Creative Arts ,Computing, PE	SMSC
<b>LINE MANAGEMENT</b>	Data, Exams & Assessment, Cover	Safeguarding Officer (HJ) Careers Service, CEIAG
<b>APPRAISAL RESPONSIBILITY</b>	AM, AWi, EH, DK, Cover	CPi,
<b>SELF EVALUATION FORM RESPONSIBILITY</b>	Outcomes	Safeguarding, Welfare
<b>SCHOOL DEVELOPMENT PLAN RESPONSIBILITY</b>	Outcomes	Safeguarding, IAG