

Roles and Responsibilities in School

Name	Responsibility Strategic	Responsibility Subject	Accreditations
		Senior Leadership Team	
Mrs Derries (Head Teacher)	Vision, Quality Assurance, Strategic Direction, Safeguarding, Budget, Partnership, Data and Assessment, SENDCo		SFVS Equalities award
Miss Waugh (Deputy Head Teacher)	Safeguarding, Students and volunteers in school, Timetabling and supply, SENDCo,		Basic Skills award
Mrs Henry (Senior Teacher)	Sixth form, Speech, Language and Communication	Mathematics	
Mrs Stevenson (Office Manager)	Budget		SFVS
		Middle Leadership Team	
Mrs Williams	Website	Computing, E-safety, PMLD/Sensory Curriculum	
Mr Cooke	Health and Safety	Outdoor Learning, Science	Duke of Edinburgh John Muir award
Mrs Ferguson	Early Years	English, Music	
		Lead Practitioner Team	
Mrs Foreman	Work Experience	Modern Foreign Languages, PE	
Mrs Wood	Emotional Literacy support	Geography, Design and Technology	
Mrs Rutherford	Minibus, Pool	History, RE	
Mrs Tait	Breakfast and After school club, PE Budget	PHSE, Citizenship, ASDAN	Healthy schools
		Senior Teaching Assistants	
Mrs Hunter	Pupil Council	RDA	
Mrs Swan		Art, drama, dance	Arts award

All staff have a joint responsibility for teaching and learning, behaviour and safeguarding in our school, as well as supporting those in a lead position to move learning forward in each curricular area. This will form a large part of your Appraisal targets and will be discussed at Appraisal meetings.

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Subject/area leads have the following points to remember: -

- To ask for help from any one on the team, you are not alone and can ask for resources and training if you feel you need it.
- Develop your action plan in September, share with staff and Penny.
- Ensure that you keep your blue subject area files up to date with planning ideas, action plan and anything else that would be useful.
- Ask for time for training in your area, staff meeting time, so that you can share your ideas and plans.
- Remember that you are the lead for your areas of responsibility, it is therefore important that the leadership team see impact across school, on practice and therefore on teaching and learning and outcomes for pupils.
- Review your action plan termly and give Penny a reviewed plan in June.