

Roles and Responsibilities in School September 2021

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, HR and staff management, Health and Safety	Mathematics	SFVS
Miss Waugh (Deputy Head Teacher)	Safeguarding including LAC/PLAC, Students and volunteers in school, SENDCo, Mental Health Lead	Science	
Mrs Henry (Senior Teacher)	Speech, Language and Communication	PHSE and Citizenship, SRE	Equality Award
Mrs Stevenson (Office Manager)	Budget		SFVS
		Middle Leadership Team	
Mrs Williams	Website	Computing, E-safety, PMLD/Sensory Curriculum	
Mrs Tait	Sixth Form, Qualifications/ASDAN, Policy co-ordination and Training time table	Business and Enterprise	
Mrs Ferguson	Early Years, Timetabling and supply	English, Creative Arts	Arts Mark
		Lead Practitioner Team	
Mrs Foreman	PE and website for PE	Foreign Languages	
Mrs Wood	Emotional Literacy support	Humanities	
Mrs Rutherford	Minibus, Pool	RE, SMSC	
	Breakfast club	Outdoor Learning	
Mrs Hunter	Pupil Council/RDA	Design and Technology	

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

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learning forward in each curricular area. This will form a large part of your Appraisal targets and will be discussed at Appraisal meetings.

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.

Lead Practitioners

This is a key role in our school with a level of pay grade to reflect this, to fulfil this role there may be times that extra time beyond that of the normal working hours are required, it is hoped that this is not often, however the following is stated in the job description and it is the Lead Practitioner's responsibility to ensure that this is happening.

- Covering for PPA time
- To take a lead role with the development and implementation of Learner's educational plans
- To have a whole school responsibility for a specific curriculum area
- To ensure that all agreed, additional, whole school responsibilities are fulfilled