

<b>Assistant Headteacher: Miss Pennell</b>	<b>Assistant Headteacher: Mr Ling</b>
<b>Curriculum Provision &amp; Organisation</b>	<b>Wellbeing, Achievement, Behaviour: Upper and Senior School</b>
<p><b>Lead Areas:</b> Deployment of staff for Timetable, Options, Curriculum organisation</p> <p>Strategic lead for Expressive Arts (AoLE)</p> <p>Co-ordination of staff duties for break/lunch/before/end of day rotas associated with the timetable organisation</p> <p>Organisation, publication and authorisation of whole School Calendar and events</p> <p>Co-ordination of the rota for visiting F/T time/ in class visits of pupils</p> <p>EVC Co-ordinator</p> <p>Co-ordination and leadership of examinations and examinations budget including LNF testing, quality assurance of Controlled assessments and examination systems</p> <p>Co-ordination of parents' evenings and student planners</p> <p>Quality assurance of information to parents/staff e.g. Parentmail, bulletin etc.</p> <p>Deputy Safeguarding Officer</p> <p>Briefing &amp; Assemblies</p> <p>Governors SIP/Curriculum Committee</p> <p><b>Policies:</b> Curriculum Policy, Examinations policy, EVC policy, Plasc info, Educational Visits Policy</p>	<p><b>Lead Areas:</b> Strategic leadership of, and ensuring accountability for, achievement, wellbeing, behaviour of students: Upper and Senior schools (Y10 &amp;11,12 &amp;13)</p> <p>Strategic leadership for development and planning for Health &amp; Wellbeing AoLE &amp; Senior Steering Committee</p> <p>Lead responsibility for the pupil positive discipline policy. Reviewing the policy, its implementation, including bullying and racial incident, de-escalation (restorative practice, restraint, confiscation training etc.)</p> <p>Professional learning whole school and CPD of all teachers (except leadership scale) Link for Consortia/Pioneer/ external professional learning</p> <p>Senior link for induction of all new teachers including NQTs</p> <p>Senior Leader for advising/ resolving issues/incidents which have not been resolved or which are of a serious nature from SLoA: Upper and Senior School.</p> <p>Liaising with the DHT and assisting with formal investigations Evaluation of KP2 SIP and completion of Whole school SER KQ2 (Estyn KA 2&amp;4)</p> <p>Presentation for Options Evening</p> <p>Careers development KS4 &amp; 5</p> <p>Assemblies &amp; Co-ordination of DACW</p> <p>Senior Link for Student Council</p> <p>Briefing &amp; Assemblies</p> <p><b>Policies:</b> Positive Behaviour, Wellbeing and Achievement, SER KP2 (Estyn KQ 2&amp;4) Safeguarding policy &amp; SER, Careers Policy</p>
<b>Line Management of:</b> Art, PA, Welsh	<b>Line Management of:</b> Senior Leadership of Achievement Upper and Senior School (RBM, ADS), ICT/WBQ

<b>Associate Assistant Headteacher: Mr Griffiths</b>	<b>Directors of Literacy / Numeracy: Mrs R Williams / Mrs Clode</b>
Standards Wellbeing, Achievement, Behaviour of Lower and Middle schools	Language, Communication and Literacy / Mathematics and Numeracy
<p><b>Lead Areas:</b></p> <p>Leadership of, and ensuring accountability for, achievement, wellbeing, behaviour of students: Lower and Middle Schools (Y7,8, 9)</p> <p>Assistant Lead for the strategic development and planning of Health and wellbeing AoLE and assisting with whole school wellbeing, fitness and health</p> <p>Senior Lead for QA of Admission forms: medical issues and Medical Register</p> <p>Raising achievement, attendance, wellbeing of e -FSM pupils (and other disadvantaged pupils including LAC) including lead for action research for this group of pupils</p> <p>ALN: Access, provision &amp; inclusion of students with ALN, SA+, SA including Strategic lead for Complimentary provision, Alternative and off-site provision</p> <p>Careers development/ WRE KS3</p> <p>Organisation &amp; Presentation of Options Evening Y8, Y9</p> <p>Safeguarding officer and staff safeguarding training. Prevent duty and associated training</p> <p>Briefing &amp; Assemblies, duties Governors</p> <p>Wellbeing Committee</p> <p><b>Policies:</b> ALN Code of Practice /ALN Policy, Safeguarding Policy</p>	<p><b>Lead Areas:</b></p> <p>Leadership of, and ensuring accountability for strategic leadership and management of standards in Literacy and language skills/Numeracy and mathematical skills of pupils (KS3 &amp; 4)</p> <p>Leadership of literacy/numeracy development across all curriculum areas</p> <p>Leadership of all staff training in effective literacy/numeracy</p> <p>To play a key role in the self-evaluation of literacy/numeracy as part of the whole school evaluation, review and monitoring process</p> <p>To lead key areas of the School's improvement Plan in literacy/ language development and numeracy/mathematics</p> <p>To assist the DHT with developing high-quality teaching and learning across all subject areas in relation to literacy/numeracy and general teaching practices</p> <p>To lead, develop and sustain networks internal and external to the school in relation to effective pedagogy and change management including ITT/ ARR/ Data</p> <p>To lead, develop and actively engage in action research and innovation in relation to teaching and learning across the school and deliver presentations/ share best practice with all staff</p> <p>Briefing &amp; Assemblies, duties</p> <p><b>Policies:</b> Whole School Literacy/ Numeracy</p>
<b>Line Management of:</b> SLoAs: Lower and Middle School, Assistant ALNCo (TGNT), PE, D&T, Health, Wellbeing and Fitness manager	<b>Line Management of:</b> English, Ethics and Philosophy, MFL, Social Sciences Geography, Mathematics,