

	Deputy Headteacher Andrew Elstone	Deputy Headteacher Luke Conduit-Smith	Deputy Headteacher Maurice Devenney	Assistant Headteacher Anne Holland	Assistant Headteacher Martin Sambrook	Assistant Headteacher Nadimur Rahman	Business Manager Carole Petty	Additional Responsibilities
Curriculum Areas	Science History Psychology BS/Economics	Maths English Technology	Geography MFL SEN	Sociology/GP/Voc RS/Law Citizenship	Art Drama PE/Dance	ICT Media Music		
Year	12/13/Assist 8&9	9/10/11	7/8	11	10	9		
Support Staff Liaison	Data/Design Manager Exams Officer	LRC Manager Careers Co-ordinator	Attendance Officer	Pastoral Support Officers		Cover Office	Office Manager Finance Manager Premises Manager Catering Manager	
GB Coms/other comms/meetings	Full Governing Body Committees as appropriate MAP (Chair)	Full Governing Body Committees as appropriate MAP (Chair)	Full Governing Body Committees as appropriate Care & Guidance (Chair)	Full Governing Body (Safeguarding) Committees as appropriate	Full Governing Body (T&L) Committees as appropriate	Committees as appropriate SLICT	Premises inc H&S subgroup Finance & Audit Full GB	
Policy Review/Dev	ARR Teaching staff PD Exams Curriculum Teaching staff PD	Good Behaviour More Able Scholarship Prog. CEIG Literacy/Numeracy	Attendance Good Behaviour Pupil Premium More Able	Arts All Safeguarding Policies Well Being	Teaching & Learning Marking & Feedback Staff Support Prog.	ICT e-safety Rewards Homework Communication	All policies for: Health and Safety Finance Premises HR Support Staff PD	
Eves/Sch. Events	6 th Form Open Evening	Prize Giving (with NR) Year 9 GCSE Info evening GCSE Challenge evening	Secondary Transfer Evening Year 7 Induction Evening/days (with YL7)	Arts Events House Events	Training School Events Staff Induction Day	Celebration of Achievement/ Prize Giving Lead (with LCS)	Preparation for major events GB Meetings Fire Drill	
Whole School Responsibilities	MAP KS5 Lead Strategic work of 6 th Form Team Curriculum Target-Setting Assessment Data Tracking/Analysis Key Groups Intervention PiXL6 Study Skills Teaching Staff PD Timetable Strategic Premises Plan inc. ICT (with VJ/CP) Whole school Data Collection/Reporting Assessment Calendar Exams Afternoon gate duty rota	MAP KS4 Lead: Strategic work of KS4 Team Curriculum Target-Setting Assessment Data Tracking/Analysis Key Groups Intervention PiXL Study Skills CEIG/Alternative Provision Behaviour (with MD) GCSE options process Scholarship Programme Literacy & Numeracy MLT: Mentor agendas/ Exam analysis/Review/ support Morning gate duty /Lesson patrol rotas	MAP KS3 Lead: Strategic work of KS3 Team Curriculum Target-Setting Assessment Data Tracking/Analysis Key Groups Intervention PiXL Study Skills Transition/KS2 Links Behaviour (with LCS) Pupil Premium Lead More Able Lead (with NW/RW) Attendance & Punctuality(Lead) Uniform Late/SLT det rota	Safeguarding Lead EVC Whole school well- being policy and practice (with JL) House System SMSC Mapping Calendar Assembly Rota Arts Events Bulletin	First Quality Teaching Lead Lead for L&T Team inc. Lesson Obs/Coaching to improve pedagogy Work Scrutiny Learning Walks Marking & Feedback Staff Support Programme Teaching Staff CPD Programme Staff Induction & Staff Info File NQTs/Student Teachers/SCITT Tutor Time Programme	Communications Lead Parental Engagement inc. P. Eves/Stakeholder Voice Brochure Governors Weeks School Travelplan E-Safety Fundraising SIMS School App Marketing website/social media/corporate image/brochure/Display Teaching staff CPD (external courses) & School diary Rewards Homework policy/Monitoring/Planners Break/LT Rota	Finance Lead: Policy & Practice related to Finance Bids Contracts/SLA's HR Lead: Policy & Practice related to HR Contracts Support Staff PD Support Staff CPD Premises Lead: Policy & Practice related to Premises Health and Safety Strategic Plan (with VJ/AE) Quotes/tenders Maintenance Oversight of bids (with VJ)	PD British Values/SLG CJ The Edge/ Student Leadership Opportunities Mapping VJ SEF SIP W/S Strategic premises plan with CP/AE MAT