

	Moe Devenney Associate Headteacher	Andrew Elstone Deputy Headteacher	Luke Conduit-Smith Deputy Headteacher	Martin Sambrook Assistant Headteacher	Nad Rahman Assistant Headteacher	Pam Durrett Assistant Headteacher	Chris James Associate AHT	Carole Petty	Helen Holmes
Curriculum Areas	Geography MFL	History Psychology BS/Economics Law	Maths English Technology	Science PE/Dance Drama	ICT Media Drama Music	Sociology/G&P Vocational RS/Citizenship	Art	Responsibilities to continue as previously until new role begins	All areas of Responsibilities linked to Safeguarding
Year	Support for KS3	6 <sup>th</sup> Form Support for KS4	11	8	10	9	7		
Support Staff Liaison	Student Support Staff SENDCo/DSL Finance On-site Network Manager On-site	Premises (on-site when CP undertakes new role) Data/Design Manager	Careers Co-ordinator Office Manager (inc. Scholarships) Exams Officer LRC Manager		Cover Finance for EVC role	Literacy Co-ordinator	Deputy SENDCo TA's EU		Safeguarding Team (as required with MD)
GB Coms/other comms/meetings	Exec Group Meetings & GLT Work as appropriate Local Governing Body Committees as appropriate C&G (Chair)	Local Governing Body Committees as appropriate GLT Groups MAP (Shared Chair)	Local Governing Body Committees as appropriate GLT Groups MAP (Shared Chair)	Local Governing Body (as required) GLT Groups Committees as appropriate	Local Governing Body (as required) GLT Groups Committees as appropriate House Meetings (as required)	Local Governing Body (as required) GLT Groups Committees as appropriate	Local Governing Body (as required) GLT Groups Committees as appropriate		SLT Local Governing Body (as required) Cross Trust
Policy Review/Dev	Attendance Good Behaviour Anti-Bullying (With PD)	Teaching Staff PD More Able CEIG Literacy/Numeracy	Support Staff PD Exams Scholarship Prog. CEIG Numeracy	Staff Support Prog. Pupil Premium	Rewards Homework Communication Student Leadership	Teaching and Learning Marking & Feedback Wellbeing Literacy	SEND Local SEND offer		Safeguarding E-Safety
Eves/Sch. Events	Secondary Transfer Evening (with MJS)	6 <sup>th</sup> Form Open Evening 6 <sup>th</sup> Form Parents' Information Evenings	Prize Giving (with NR) Year 9 GCSE options evening KS4 Parents Information Evenings Careers Evenings	Secondary Transfer Evening (with MD) Training School Events Year 7 Parents Information Evening	Celebration of Achievement/ Prize Giving Lead (with LCS) Arts Events House events	Parents' Information Eves T&L SCITT Meetings	Year 7 Induction Evening/days (with YL7)		
Whole School Responsibilities	Raising Achievement	Raising Achievement	Raising Achievement	Raising Achievement	Raising Achievement	Raising Achievement	Raising Achievement		
	Key Documents: SEF & SIP (with VJ) LGB reports Trust Board exam analysis	MAP KS5 Lead	MAP KS4 Lead:	MAP KS3 Lead:	Communications Lead	T&L Lead	SEND Lead Oversight of quality of SEND provision (in-class & support) Teaching staff/T&L Strategies CPD		
	Parental Engagement	Strategic work of 6 <sup>th</sup> Form Team Curriculum Target-Setting Assessment Data Tracking/Analysis Key Groups Intervention PiXL6 Study Skills	Strategic work of KS4 Team Curriculum Target-Setting Assessment Data Tracking/Analysis Key Groups Intervention PiXL Study Skills	Strategic work of KS3 Team Curriculum Target-Setting Assessment Data Tracking/Analysis Key Groups Intervention PiXL Study Skills	P. Eves/Stakeholder Voice Brochure Governors Weeks School Travelplan E-Safety Fundraising SIMS School Calendar Website/social media/corporate image/brochure(with MD/VJ)	Whole –school T&L Priorities Lead Embedding Literacy into teaching practice Teaching staff CPD Programme (Lead)	Transition/primary school links		
	MLT Accountability: MLT SEF/Exam analysis Department Learning Reviews SoW's Mentor Meeting agendas	Teaching Staff PD	Support staff PD & CPD	Quality Assurance L&T Lesson Obs/Work ScutinyLearning Walks/Coaching to improve pedagogy	Growth Mindset	More Able Programme (KS3)	C&C SEND The Edge		
	Marketing (with VJ)	ARR (Oversight of whole school practice	GCSE options process Scholarship Programme	Staff Support Programme	Display	Staff Induction & Staff Information File			
	ICT (GLT Liaison – planning for CHSG)	Timetable	Numeracy Uniform	Teaching Staff CPD Programme (with PD)	Cover School diary EVC	SCITT Link Student Teacher Programme			
	Attendance & Punctuality W/S Behaviour systems	Premises - (with VJ/CP/HL) including development of re-cycling programme	Exams	Pupil Premium Lead	Rewards Homework policy/Monitoring/Planners	Bulletin			
	Budget Planning & Monitoring (with VJ)	More Able /Oxbridge Programme (KS4 & 5)	New School Day Logistics	NQT Programme	Break/LT Rota	C&C Whole-school well-being strategy/Anti-Bullying British Values including Community events SMSC Mapping			
	C&C Oversight & Bringing together of all support structures & C&C Roadmap/Them & Us/Anti-Bullying	C&C	Extra-Curricular Programme/Fun activities programme CEIG Alternative Provision Year 11 Record of Achievement	C&C Tutor time programme PARS	C&C Student Leadership House system	Assembly Rota			
	Leading the school one day per week in HT's absence.	6 <sup>th</sup> Form PD/Enrichment & programmes for & with lower school 6 <sup>th</sup> Form PARS	Morning gate duty rota	SLT Detention Rota	Break/LT Rota				