

HVH - SLT Structure 2023/24			
Headteacher	Leadership and Management	Business Manager	Finance Personnel Health & Safety
<u>Duties:</u> School Strategic Leadership and Management Policy Development, Implementation and Review (<i>with SLT</i>) School Self Evaluation and production of the School Self Evaluation Form Implementation and monitoring of the School Improvement Plan Communication with the LA, DfE and Ofsted (inc. Census/Data Returns) Liaison with the Governing Body Financial Management (with BM) Building planning and development (with BM) Staff appointments and recruitment Performance management, appraisal & pay progression Staff conduct and liaison with Staffordshire LADO Staff Requests for Leave of Absence (requiring governor approval) Educational Visits Final Approval (<i>with BM</i>) Admissions (<i>with AHT B&A</i>) Whole School Attendance & Punctuality (<i>with AHT B&A</i>) Exclusions (<i>with AHT B&A</i>) Development and upkeep of the school website (<i>with Network Manager</i>) Marketing & Publicity Organisation of Open Evening (<i>with AHT-QoE</i>) Coordination of School Events Part-time timetables (with AHT-B&A) Parental Engagement Stakeholder views (inc. Parent Forum) Community Cohesion Deputy Designated Safeguarding Lead Early Career Teacher Induction Tutor (ECTs) Initial Teacher Training (ITT) Organisation of the Annual Prize Giving Evening	<u>Line Management:</u> AHT – Quality of Education AHT – Behaviour & Attitude, Sixth Form and SEND Business Manager PROACT-SCIPr Co-ordinator Explorer Department Wholeschool reading (inc. phonics programme) <u>Policies:</u> Alcohol and Substance Misuse Admissions Appraisal Policy and Procedures for Teaching and Support Staff in Schools Capability Procedure for School Teachers Code of Conduct and Dress for Staff Code of Conduct for Governors Coping with a Crisis in School Complaints Dealing with Allegations of Abuse Against Staff Discipline Policy for school-based staff Early Career Teachers Governors' allowances Grievance Instrument of Government Managing Attendance at Work Pay Policy Premises Management Document Redundancy and Reorganisation Policy Register of business interest of headteachers and governors Restrictive Intervention Safer recruitment Policy Time off Policy Whistleblowing Policy	<u>Duties:</u> Finance Budget Facilities Capitation Procurement HR Fire officer Overview of staff absence Return to Work Interviews Medical Needs & First-Aid Training Buildings Management Health & Safety Strategy, Systems & Policies Facilities Hire Catering Provision Cleaning provision Breakfast Club	<u>Line Management:</u> Site team Lunch supervisors Receptionist Exams and Finance Officer (Finance) <u>Policies:</u> Asbestos Management Capability Procedure for Headteachers Central record of Recruitment and Vetting (TBC) Charging and Remissions Control of Substances Hazardous to Health Debt Recovery Educational Visits Fire Safety First Aid Governors Visits and Expenses Hazardous Substance Policy (TBC) Health and Safety Infection Control Lettings Lockdown Management of Contractors Manual Handling Noise in the Workplace Risk Assessment Single Central Record Trampoline Policy Water System Safety Wellbeing Working at Heights

Assistant Headteacher	Quality of Education <i>Curriculum and Quality Assurance</i> <i>Teaching and Learning</i> <i>Assessment, Data and Reporting</i> <i>Student Progress</i>	Assistant Headteacher	Behaviour and Attitudes Sixth Form <i>SEND</i>
<u>Duties:</u> Development and management of the Curriculum Map (Y7-14) Wholeschool Timetable and Options Models (Y7-14) Quality Assurance Development of Marking, Feedback & Assessment Vocational Curriculum Quality Nominee Vocational learning and WRL Development of Teaching & Learning across the School Chair of Teaching and Learning group Chair of Extended Leadership Team Strategic Lead for CPDL for teaching staff and support staff (with AHT-SEND) Assessment, Recording & Reporting Target Setting and Monitoring of Progress Setting meetings Data Management All Examinations both Internal and External (<i>with Exams officer</i>) Revision and Additional Study Programmes Raising Attainment, Progress and Intervention & Support Strategies Management of the Year 9 Options Information and Evening Coordination of reports to parents Organisation of parent evenings Organisation of Y6/7 Transition, including transition events Educational Trips and Visits Staff Duties (break and lunch) Annual Calendar Cover Management (<i>With cover supervisor</i>) Induction of New Staff Staff Wellbeing School Menopause Project Deputy Designated Safeguarding Lead	<u>Line Management:</u> Associate Assistant Headteacher English Mathematics Science Vocation Qualifications Duke of Edinburgh Award TAs CALs Cover Supervisors Network Manager (data) Exams and Finance Officer (Exams) Overview of transport <u>Policies:</u> Access Arrangements Appeals (Exams) Curriculum and Timetable Escalation Process (Exams) Exam General Data Protection Regulations (GDPR - Exams) Internal Moderation Literacy Policy (<i>with CL English, Literacy and Drama</i>) Marking, Feedback and Assessment Menopause Support Policy Numeracy Policy (<i>with CL Maths and numeracy</i>) Staff & Governors Induction/Leavers Teaching and Learning including CPDL Transition Volunteers in Schools	<u>Duties:</u> Development and Management of Wholeschool Behaviour Policy Management of Wholeschool House System Whole School Attendance & Punctuality Admissions (Y6-14) Alternative Provision & Timetables Coordination of Pastoral Team Meetings Inclusion Meetings Uniform Student Rewards Wholeschool Extra-Curricular / Enrichment Designated Safeguarding Lead Designated Teacher for LAC Prevent SPOC PP, LAC and PLAC and Young Carers Senior Mental Health Lead Health & Well-Being Provision Coordination of School Counselling Post 16 Guidance Head of Post 16 KS5 transition University, HE & FE Links Management & Oversight of Student Destination Information (NEET/RONI) Work Experience Programme (Y10 & P16) Oversight of Special Educational Needs & Disability (SEND) Provision & Strategy across the School SEND teacher support sessions (with AHT – QofE) Parental liaison for SEND Assembly Rota Data Protection Officer	<u>Line Management:</u> ECM Co-ordinator and Inclusion Assistant Inclusion Manager and LRC Staff Student Behaviour Support Attendance Officer Inclusion Assistants Sixth Form Deputy Designated Safeguarding Leads <u>Policies:</u> Accessibility Plan Admissions Anti-Bullying Attendance (Students) Behaviour Careers Education & Guidance Children in Care Children with health needs who cannot attend school E-Safety Equality Policy Exclusions General Data Protection Regulations (GDPR) Protection of biometric information of children in schools and colleges Pupil Premium Statement and Policy Regulated Activity in Relation to Children SEND Information Report & Policy Safeguarding /Child Protection Supporting pupils with medical conditions Uniform Work Related Learning

Associate Assistant Headteacher	Personal Development <i>Student Leadership</i>		
<u>Duties:</u> PSHCE Curriculum (with AHT QoE) SMSC Curriculum RSE Curriculum Personal Development Curriculum (with AHT QoE) IEP setting (with AHT (SEND) Personal Development Programme (Active Learning) Personal Development Programme (British Values, PSHE, RSE, Safeguarding and SMSC) Careers Student Leadership Programme <ul style="list-style-type: none"> • Wholeschool Bullying Programme (ABA) with AHT B&A • Student Council/School Voice 	<u>Line Management:</u> Physical Education Art Food Technology Humanities Computing <u>Policies:</u> Careers Homework/Personal Development Programme PSHE Relationships and Sex Education		