



**Ian Irwin  
Headteacher**

**John Warren  
Senior Deputy Headteacher**

**(0.8FTE)**

**1. Overall Responsibility for:**

- a) The Internal Organisation, Management and Control of the School
- b) The Implementation of all Policies and Procedures Approved by the Governing Body
- c) Curriculum Provision and the Quality of Teaching and Learning
- d) Oversight of Special Educational Needs, Disability (SEND), and Medical Needs Provision & Strategy *(with HMN)*
- e) Strategic Planning
- f) Annual Calendar Planning & 1265 Directed Time Hours of Staff
- g) Financial Management
- h) Data Management & Data Protection - GDPR Strategy
- i) Monitoring of the School Development Plan (SDP)
- j) School Self Evaluation (SEF)
- k) School Improvement Partner (SIP) Coordination
- l) DfE White & Green Paper compliance/implementation
- m) Admissions
- n) Exclusions
- o) Staff Appointments
- p) Performance Management, Appraisal & Pay Progression
- q) Staff Requests for Leave of Absence
- r) Teaching Staff Return to Work Interviews
- s) Educational Trips and Visits Final Approval *(with COG)*
- t) National & International School Links *(including the ISA with CRO)*
- u) Development and Upkeep of the School Website *(with AGR)*
- v) Marketing & Publicity *(Management of Publicity & Alumni Relations Officer (DPA))*
- w) Organisation of the Annual Achievement Evening *(with CBV/MWI/JRI)*
- x) Organisation of Open Evening
- y) Representing the School Locally and with National Bodies
- z) Communication with the LA, DfE and Ofsted *(inc. Census/Data Returns)*
- aa) Liaison with the Governing Body
- bb) Governors' Risk Register
- cc) Facilities Hire *(with PWH/KOA)*
- dd) Community Sports Facilities Development Programme *(with PWH)*

**2. Line Management of:**

<b>Senior &amp; Middle Leadership Team:</b>	<b>Senior Strategic Support Team:</b>
a) Senior Deputy Headteacher <i>(JWA)</i>	a) Business Manager <i>(KOA)</i>
b) Associate Deputy Head's x2 <i>(RCL &amp; CBV)</i>	b) Admin Manager <i>(JRI)</i>
c) Assistant Headteacher <i>(BSC)</i>	c) ICT Network Manager <i>(AGR)</i>
d) SENCO <i>(HMN)</i>	d) Premises & Community Hire Manager <i>(PWH)</i>

**1. Overall Responsibility for:**

- a) The School in the Absence of the Headteacher
- b) Safeguarding, Child Protection and Prevent Duty (Designated Senior Person)
- c) Timetable and Options Models
- d) Management of In-Year Event Requests for the Calendar
- e) Cover Management and quality assurance of cover work provision *(with KRO)*
- f) Staff Duties, On-Call Patrol & Intex Rotas
- g) Assembly Rota
- h) Support Staff Return to Work Interviews *(with JRI)*
- i) Duke of Edinburgh Award (DofE) *(with SWE & FSH)*
- j) Policy Development & Review *(with IIR & Staff)*
- k) Coordination of Fortnightly Whole School Pastoral & Inclusion Team Safeguarding Meetings
- l) Coordination of Fortnightly 'Basics' (English & Maths) Strategy Meetings
- m) Support of DfE White Paper compliance/implementation *(with IIR)*

**2. SDP Priority Responsibility for:**

- a) Priority Area: 1.1, 1.2, 1.4
- b) Priority Area: 2.1, 2.2, 2.3
- c) Priority Area: 3.3, 3.4, 3.5
- d) Priority Area: 5.1, 5.3, 5.4
- e) Priority Area: 6.2, 6.3

**3. Line Management of:**

- a) Associate Deputy Headteacher - (Pastoral, Culture & Ethos) *(PRG)*
- b) Assistant Headteacher – (Literacy, SEAL & Independent Learning) *(RHO)*
- c) Associate Assistant Headteacher – (Maths & Numeracy) *(AHI)*
- d) Associate Assistant Headteacher – (English & Literacy) *(GOR)*
- e) Associate Assistant Headteacher – (Attendance, Equality & Opportunity) *(COG)*
- f) Director of Business Studies *(DHA)*
- g) Cover Manager *(KRO)*
- h) \*Liaison and Support for Cover Supervisors *(NIR & FWE)*



<p style="text-align: center;"><b>Paul Rough</b> <b><u>Associate Deputy Headteacher</u></b> <b>(Pastoral, Culture &amp; Ethos)</b></p>	<p style="text-align: center;"><b>Rob Clifford</b> <b><u>Associate Deputy Headteacher</u></b> <b>(Teaching, Learning &amp; Professional Development)</b></p>	<p style="text-align: center;"><b>Casey Beever</b> <b><u>Associate Deputy Headteacher</u></b> <b>(Curriculum, Progress &amp; Assessment)</b></p>
<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Pastoral Intervention &amp; Support Strategies across the School</li> <li>b) Management and Oversight of Whole School Inclusion and Intervention, including Pathways and INTEX Provisions</li> <li>c) Coordination of Fortnightly Intervention Support Panel Meetings (involving Pastoral, Inclusion, Intervention &amp; SEN/D Reps)</li> <li>d) Coordination of School Counselling Support Services</li> <li>e) Alternative Provision &amp; Off-Site Education Management</li> <li>f) BTEC &amp; Vocational Qualifications - Centre Verifier/Quality Assurance</li> <li>g) Behaviour Management and School Detention Systems</li> <li>h) Liaison on a weekly basis with the Attendance Manager on Attendance &amp; Punctuality across the School</li> <li>i) Management of all Parents' Consultation Evenings (Y7-11), including Year 7 Parent/Tutor Afternoon</li> <li>j) Prefects and Student Council Leadership <i>(with TCA)</i></li> <li>k) Organisation of the Annual Year 11 Leavers' Prom <i>(with HTH/TCA)</i></li> <li>l) Work Experience Programme <i>(with LWA/TCA)</i></li> <li>m) Community Development <i>(with MWI)</i></li> <li>n) Parental Engagement <i>(with MWI)</i></li> <li>o) Monitoring &amp; Development of Leading Parent Partnership Award</li> <li>p) Parents' Handbook <i>(with JRI)</i></li> <li>q) SPI / Fair Access Committee Membership <i>(with IIR)</i></li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.1, 1.3, 1.5</li> <li>b) Priority Area: 2.1, 3.4</li> <li>c) Priority Area: 4.1, 4.2</li> <li>d) Priority Area: 5.1, 5.2, 5.4</li> </ul> <p><b>2. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Heads of Year x5 <i>(ATA, ACL, CGA, LWA &amp; HTH)</i></li> <li>b) Director of Transition &amp; Community Engagement <i>(MWI)</i></li> <li>c) Director of Health &amp; Social Care <i>(KBU)</i></li> <li>d) Student Welfare &amp; Assistant Pastoral Manager <i>(TCA)</i></li> <li>e) Pastoral Assistant <i>(ECH)</i></li> <li>f) Behaviour &amp; Intervention Coordinator <i>(KWH)</i></li> <li>g) Pathways Intervention Mentor <i>(AWI)</i></li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Development of Teaching &amp; Learning across the School</li> <li>b) Support of Curriculum Development <i>(with IIR/CBV)</i></li> <li>c) Organisation of the Continuous Quality Assurance (QA) Programme across the School</li> <li>d) Quality Assurance &amp; Development of Marking, Feedback &amp; Assessment for Learning, including Work Scrutiny</li> <li>e) Co-ordinating the Literacy Working Group, including: half-termly meetings; summative self-evaluation of whole school literacy against EEF criteria; and facilitation and QA of CPD opportunities around literacy</li> <li>f) Training &amp; Professional Development of Staff</li> <li>g) Induction of New Staff</li> <li>h) Teaching Staff Peer Mentoring/Support Programmes</li> <li>i) Monitoring &amp; Development of Investors in People Award</li> <li>j) Development &amp; further progression of the Aspiring Middle Leaders and T&amp;L Development Programmes</li> <li>k) Bright Futures Teaching School – Stockport Local Delivery Partnership Lead</li> <li>l) Early Career Professional Development Framework Programmes for Newly &amp; Recently Qualified (ECT 1)/(ECT 2)</li> <li>m) Initial Teacher Training (ITT) <i>(with MHA)</i></li> <li>n) SLT Support of Year 10</li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.1, 1.2</li> <li>b) Priority Area: 2.1, 2.2, 2.4, 2.5, 2.6</li> <li>c) Priority Area: 4.1, 4.3, 4.4, 4.5</li> </ul> <p><b>2. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Leading Practitioner - Modern Foreign Languages <i>(CRO)</i></li> <li>b) Creative Arts Provision – including: <ul style="list-style-type: none"> <li>▪ Director of Art &amp; Design Faculty (including Graphics &amp; Textiles) <i>(JGR)</i></li> </ul> </li> <li>c) Technology Provision - including: <ul style="list-style-type: none"> <li>▪ Director of Food Technology &amp; Hospitality <i>(DGA)</i></li> <li>▪ Director of D&amp;T, Construction &amp; Engineering <i>(PNU)</i></li> <li>▪ Director of Computing <i>(ADI)</i></li> </ul> </li> <li>d) *Early Careers Framework Leader <i>(JLY)</i></li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Raising Attainment &amp; Progress across the School</li> <li>b) Progress &amp; Attainment Intervention &amp; Support Strategies across the School</li> <li>c) Support of Curriculum Development <i>(with IIR/RCL)</i></li> <li>d) Coordination of E-Bacc &amp; Non-E-Bacc Group Meetings</li> <li>e) Organisation of the Extended Tutorial Support / Additional Study, Intervention Sessions, and COVID Recovery Support Programmes across the School</li> <li>f) Organisation of the Year 11 DOS Intervention &amp; other associated Curriculum Evenings</li> <li>g) Management of the Year 9 Options Information Process including the Organisation of Options Evening</li> <li>h) Gifted &amp; Talented/More Able Students Strategy <i>(with LHA)</i></li> <li>i) Organisation of the Annual Achievement Evening <i>(with MWI, IIR &amp; JRI)</i></li> <li>j) Assessment, Recording &amp; Reporting <i>(with SED)</i></li> <li>k) Target Setting and Monitoring of Progress <i>(with SED)</i></li> <li>l) Governors' Key Performance Indicators (KPI's)</li> <li>m) Data Management &amp; Data Protection - GDPR Strategy</li> <li>n) Organisation of the SLICT Group half termly meetings</li> <li>o) All Examinations both Internal and External <i>(with SWO)</i></li> <li>p) SLT Support of Year 11</li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.1, 1.2</li> <li>b) Priority Area: 2.1, 2.2, 2.4, 2.5, 2.6</li> <li>c) Priority Area: 3.1, 3.2, 3.5, 3.6, 4.1</li> </ul> <p><b>3. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Associate Assistant Headteacher - (Science &amp; STEM) <i>(PGR)</i></li> <li>b) Humanities – including: <ul style="list-style-type: none"> <li>Director of History <i>(JLY)</i> &amp; Geography <i>(KZI)</i></li> </ul> </li> <li>c) Gifted &amp; Talented / More Able Coordinator <i>(LHA)</i></li> <li>d) Progress &amp; Engagement Leaders</li> <li>e) SIMS/Data Manager <i>(SED)</i></li> <li>f) Examinations &amp; Student Records Manager <i>(SWO)</i></li> </ul>



<p><b>Belinda Schofield</b> (0.8FTE) <b>Assistant Headteacher</b> <b>(Aspiration, Creativity and Progression)</b></p>	<p><b>Rebekah Holt</b> <b>Assistant Headteacher</b> <b>(Literacy, SEAL and Independent Learning)</b></p>	<p><b>Cat O’Gara</b> <b>Associate Assistant Headteacher</b> <b>(Attendance, Equality &amp; Opportunity)</b></p>
<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Careers &amp; Post 16 Guidance <i>(with ERI)</i></li> <li>b) University, HE &amp; FE Links</li> <li>c) KS3 University Gateway Aspiration Project <i>(with MWI)</i></li> <li>d) Coordination of Employer &amp; Training Provider Encounters / Relationships</li> <li>e) Careers &amp; Enterprise Network development across the LA and Greater Manchester</li> <li>f) Coordination of the Annual Careers / University Fairs <i>(with ERI)</i></li> <li>g) Management &amp; Oversight of Student Destination Information</li> <li>h) NEET Reduction Strategies</li> <li>i) Alumni Relationships <i>(with DPA)</i></li> <li>j) Safeguarding and Child Protection (Deputy Designated Senior Person)</li> <li>k) Coordination of School Performing Arts Events <i>(with Arts DoS)</i></li> <li>l) Monitoring &amp; Development of the Arts Mark Award <i>(with Arts DoS)</i></li> <li>m) SLT Support of Year 9</li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.3, 1.6</li> <li>b) Priority Area: 2.1</li> <li>c) Priority Area: 5.4</li> </ul> <p><b>3. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Director of PE/Sport <i>(JHR)</i></li> <li>b) Performing Arts Provision – including: <ul style="list-style-type: none"> <li>▪ Director of Music <i>(RDI)</i></li> <li>▪ Director of Drama <i>(DSM)</i></li> </ul> </li> <li>c) Director of Careers &amp; Aspiration <i>(ERI)</i></li> <li>d) *Liaison with SfYP Independent Careers Advisor <i>(MWA)</i></li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) <del>Leadership of cross-curricular teaching and learning of literacy</del></li> <li>b) <del>Quality assurance of the teaching of literacy</del></li> <li>c) <del>Oversight of literacy interventions</del></li> <li>d) <del>Review of analysis of Year group literacy data and populations</del></li> <li>e) <del>Leading the development and quality assurance of the Year 7 and Year 8 literacy curriculum</del></li> <li>f) <del>Literacy and Reading Key Stage 2 Outreach &amp; Partnership</del></li> <li>g) <del>Parent/Carer Literacy Support Programmes RCL and Literacy Team*</del></li> <li>h) <del>Promotion of Whole School SEAL/Citizenship &amp; Character Education including provision during Tutor time/ Assemblies JWA*</del></li> <li>i) <del>Homework and Independent Learning AHI*</del></li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) <del>Priority Area: 1.4</del></li> <li>b) <del>Priority Area: 2.3</del></li> <li>c) <del>Priority Area: 3.3</del></li> <li>d) <del>Priority Area: 5.3</del></li> </ul> <p><b>3. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) <del>Librarian <i>(DGO)</i> BSC*</del></li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Leading &amp; Supporting Whole School Attendance &amp; Punctuality Improvement Systems &amp; Strategies (particularly of disadvantaged students)</li> <li>b) Disadvantaged Pupil Premium Students – Strategy, Support, Opportunity, Attendance, Wellbeing, and Progress &amp; Attainment (seeking to raise attainment and close the gap)</li> <li>c) Strategic leadership and operational management of PHSCE, RSE, SMSC development, and model British Values, including the coordinated and organised provision of focal PHSCE events, activities, drop-down day provision across the school</li> <li>d) Strategic responsibility as Educational Trips and Visits Co-ordinator, for the management, oversight and approval / sign-off of all Educational Trips and Visits</li> <li>e) Strategic responsibility for the co-ordination and consistent and effective delivery of Enrichment and Extra-Curricular Provision across the school</li> <li>f) Student Leadership development opportunities, including the School Council</li> <li>g) SLT Support of Year 8</li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.1, 1.3, 1.4, 1.5</li> <li>b) Priority Area: 2.1</li> <li>c) Priority Area: 3.4, 3.5</li> <li>d) Priority Area: 4.1, 4.2</li> </ul> <p><b>3. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Attendance Manager <i>(FSH)</i></li> <li>b) Attendance Outreach Officers (x3) <i>(RCR, LHA &amp; AHA)</i></li> <li>c) Director of Religious Studies <i>(JMU)</i></li> <li>d) Lead Teacher of PHSCE <i>(CUP)</i></li> <li>e) *Liaison with LA Education Welfare Officer <i>(SCL)</i></li> </ul>



<p style="text-align: center;"><b>Alan Hinton</b> <b><u>Associate Assistant Headteacher</u></b> <b>(Mathematics &amp; Numeracy)</b></p>	<p style="text-align: center;"><b>Gemma Ormerod</b> <b><u>Associate Assistant Headteacher</u></b> <b>(English &amp; Literacy)</b></p>	<p style="text-align: center;"><b>Phil Griffith</b> <b><u>Associate Assistant Headteacher</u></b> <b>(Science &amp; STEM)</b></p>
<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Strategic Leadership &amp; Operational Management of Maths</li> <li>b) Whole school Numeracy</li> <li>c) Maths Catch-up, Recovery Strategies, Enrichment, Additional Study, and Intervention Provision</li> <li>d) Securing the highest levels of student achievement through the development of departmental provision (assessment, curriculum and pedagogy)</li> <li>e) Professional development of teachers and support staff within the department, and across the school</li> <li>f) Quality assurance, data analysis, self-evaluation, and improvement procedures within the department &amp; school</li> <li>g) Assessing student performance, actively monitoring, tracking and implementing appropriate interventions (<i>inc. for specific groups</i>) to secure outstanding progress</li> <li>h) Curriculum expertise, keeping abreast of national developments, new methodological approaches in Mathematics and Numeracy and leading response to change</li> <li>i) Liaising with the relevant exam boards and support networks, to maintain relevant accreditation</li> <li>j) Securing consistently highly effective first wave teaching and learning across the department and school as a leader</li> <li>k) Ensuring SLT &amp; Governors have a strategic overview and evaluative evidence of departmental performance</li> <li>l) Support of the senior T&amp;L lead with Bright Futures - Local Delivery Partnership delivery, and in-school CPD for staff</li> <li>m) Development and quality assurance of whole school independent learning policies &amp; systems (<i>with RHO</i>)</li> <li>n) 'Basics' Strategy &amp; Performance at whole school level</li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.1, 2.1, 2.3, 2.4, 2.5, 2.6</li> <li>b) Priority Area: 3.1, 3.2, 3.3, 3.5, 3.6</li> <li>c) Priority Area: 4.3, 5.3</li> </ul> <p><b>3. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Assistant Directors of Maths x4* (<i>RTI, VHI &amp; SCA/CPA shared role*</i>)</li> <li>b) Lead Teacher of Statistics &amp; Further Mathematics (<i>JHA</i>)</li> <li>c) Academic Mentors – Maths Subject Tutors x3 (<i>SWA, NAN &amp; MGU</i>)</li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Strategic leadership and operational management of English and English Literature</li> <li>b) Enhancement of Reading &amp; Writing Literacy skills within the department and in support of wider school strategies</li> <li>c) Leadership of development of vocabulary and reading pedagogy, including Bedrock</li> <li>d) Monitoring effectiveness of Year 7 &amp; 8 reading lessons</li> <li>e) Oracy Development and Public Speaking Programmes</li> <li>f) English Catch-up, Recovery Strategies, Enrichment, Additional Study, and Intervention Provision</li> <li>g) Securing the highest levels of student achievement through the development of departmental provision (assessment, curriculum and pedagogy)</li> <li>h) Professional development of teachers and support staff within the department, and across the school</li> <li>i) Quality assurance, data analysis, self-evaluation, and improvement procedures within the department &amp; school</li> <li>j) Assessing student performance, actively monitoring, tracking and implementing appropriate interventions (<i>inc. for specific groups</i>) to secure outstanding progress</li> <li>k) Curriculum expertise, keeping abreast of national developments, new methodological approaches in English, English Literature &amp; Literacy &amp; leading response to change</li> <li>l) Liaising with the relevant exam boards and support networks, to maintain relevant accreditation</li> <li>m) Securing consistently highly effective first wave teaching and learning across the department and school as a leader</li> <li>n) Ensuring SLT &amp; Governors have a strategic overview and evaluative evidence of departmental performance</li> <li>o) 'Basics' Strategy &amp; Performance at whole school level</li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.1, 2.1, 2.3, 2.4, 2.5, 2.6</li> <li>b) Priority Area: 3.1, 3.2, 3.3, 3.5, 3.6</li> <li>c) Priority Area: 5.3</li> </ul> <p><b>3. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Assistant Directors of English x4 (<i>PRD, MCS, JCA &amp; NBE</i>)</li> <li>b) Academic Mentors – English Subject Tutors x3 (<i>RLA, KDY &amp; XX</i>)</li> </ul>	<p><b>1. Overall Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Strategic leadership &amp; operational management of Science</li> <li>b) Whole school STEM</li> <li>c) Science Catch-up, Recovery Strategies, Enrichment, Additional Study, and Intervention Provision</li> <li>d) Securing the highest levels of student achievement through the development of departmental provision (assessment, curriculum and pedagogy)</li> <li>e) Professional development of teachers and support staff within the department, and across the school</li> <li>f) Quality assurance, data analysis, self-evaluation, and improvement procedures within the department &amp; school</li> <li>g) Assessing student performance, actively monitoring, tracking and implementing appropriate interventions (<i>inc. for specific groups</i>) to secure outstanding progress</li> <li>h) Curriculum expertise, keeping abreast of national developments, new methodological approaches in Science and STEM and leading response to change</li> <li>i) Liaising with the relevant exam boards and support networks, to maintain relevant accreditation</li> <li>j) Securing consistently highly effective first wave teaching and learning across the department &amp; school as a leader</li> <li>k) Ensuring SLT &amp; Governors have a strategic overview and evaluative evidence of departmental performance</li> <li>l) Whole school Science EBacc Strategy &amp; Performance</li> <li>m) SLT Support of Year 9</li> </ul> <p><b>2. SDP Priority Responsibility for:</b></p> <ul style="list-style-type: none"> <li>a) Priority Area: 1.1, 2.1, 2.3, 2.4, 2.5, 2.6</li> <li>b) Priority Area: 3.1, 3.2, 3.3, 3.5, 3.6</li> <li>c) Priority Area: 5.3</li> </ul> <p><b>3. Line Management of:</b></p> <ul style="list-style-type: none"> <li>a) Assistant Directors of Science x4 (<i>SWE, MJE, PST, &amp; CHR</i>)</li> <li>b) Director of ICT (<i>JBO</i>)</li> <li>c) Academic Mentor – Science Subject Tutor (<i>XX</i>)</li> <li>d) Science Technicians x3 (<i>JGL, FTY &amp; TDE</i>)</li> </ul>





**Extended Senior Leadership Team Member**

**Catherine Robinson**

**Leading Practitioner (Modern Foreign Languages)**

**1. Overall Responsibility for:**

- a) Raising standards and developing teaching and learning in French, Spanish, and German across the school
- b) Promoting and ensuring positive student approaches to learning through the development, implementation, monitoring and evaluation of:
  - 1. High expectations
  - 2. Exceptional teaching and learning
  - 3. Curriculum and assessment planning
  - 4. Continuous professional development
  - 5. Opportunities during curricular, extra-curricular, & via trips & visit experiences
- c) Establishing systems and procedures to develop high quality teaching & learning, supporting colleagues, both on a 1-2-1 basis and in groups, with the aim of securing outstanding pedagogy & student outcomes
- d) Providing specialist senior line management of the Director of MFL
- e) Working collaboratively with the Director of MFL on all aspects above and to respond to school priorities within MFL
- f) Working with the Director of MFL to devise action plans in order to close achievement gaps and ensure that these are being implemented
- g) Working with and report to the senior leader responsible for Teaching & Learning to monitor, evaluate & review the quality of education across the school
- h) Supporting with planning and delivering whole school CPD to improve Teaching and Learning both within the MFL department and the school
- i) Coordinating Support for Students with English as an Additional Language (EAL)
- j) National & International School Links including the British Council International School Status
- k) Key Stage 2 and community outreach to support the development of MFL
- l) SLT Support of Year 8

**2. SDP Priority Responsibility for:**

- a) Priority Area: 1.1
- b) Priority Area: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6
- c) Priority Area: 3.1, 3.2, 3.3, 3.5, 3.6
- d) Priority Area: 4.1, 4.3, 4.4
- e) Priority Area: 5.3

**3. Line Management of:**

- a) Director of MFL (*FMA*)
- b) Academic Mentor – MFL Subject Tutor (*XX*)

**Matt Williamson**

**Director of Transition & Community Engagement**

**1. Overall Responsibility for:**

- a) Year 7 Transition and Induction Support
- b) Induction Day Co-ordination (Students & Parents) (*in conjunction with IIR*)
- c) Transition Days Co-ordination and Organisation
- d) Standards and Expectations Setting in Year 7 (*in support of Head of Year 7 - ATA*)
- e) Community Partnership Development
- f) Primary School Liaison and Partnership Co-ordination
- g) Primary Master Class and Summer School Programmes
- h) Promotion and Organisation of the House System including associated Rewards (*with ECH*)
- i) Organisation of the Annual Achievement Evening (*with CBV, IIR & JRI*)
- j) Organisation of the Annual Community Celebration Evening
- k) Marketing and Celebration of Success & Achievement Culture in Press & Social Media Platforms
- l) Parental Engagement (*in conjunction with PRG*)
- m) Parents' Forum Termly Discussion Group
- n) Parent View & Parent Surveys / Student Voice
- o) KS3 University Gateway Aspiration Project (*in conjunction with BSC*)
- p) Student Ambassadors (*with JRI*)
- q) Support of Young Carers and Liaison with Signpost UK

**2. SDP Priority Responsibility for:**

- a) Priority Area: 2.1
- b) Priority Area: 3.2, 3.3, 3.4, 3.5, 3.6
- c) Priority Area: 4.1, 4.2
- d) Priority Area: 5.2, 5.3

**3. Line Management of:**

- a) Heads of House x5 (*NWA, JSI, JMI, ATA & LWA*)
- b) \*Liaison with Head of Year 7 (*ATA*)
- c) \*Liaison with Signpost Young Carers UK (*KFR*)