



**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 LJE)*
- 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)*
- 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:

Senior & Middle Leadership Team:	Senior Strategic Support Team:
a) Senior Deputy Headteacher <i>(JWA)</i>	a) Business Manager <i>(KOA)</i>
b) Associate Deputy Head's x3 <i>(PRG, RCL & CBV)</i>	b) Admin Manager <i>(JRI)</i>
c) SENCO <i>(LJE)</i>	c) ICT Network Manager <i>(AGR)</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 & Prevent Duty (Deputy Designated Senior Person)
- c) Senior Leadership Support of Pastoral & Inclusion systems
- d) Timetable and Options Models
- e) Management of In-Year Event Requests for the Calendar
- f) Cover Management and quality assurance of cover work provision *(with CHO)*
- g) Staff Duties, On-Call Patrol & Intex Rotas
- h) Support Staff Return to Work Interviews *(with JRI)*
- i) Oversight and Support of the Schools Health & Wellbeing Strategy *(with LWA)*
- j) Oversight and Support of Looked After Children *(with ATA)*
- k) Duke of Edinburgh Award (DofE) *(with SWE)*
- l) Policy Development & Review *(with IIR & Staff)*
- m) Coordination of Fortnightly 'Basics' (English & Maths) Strategy Meetings
- n) Support of DfE White Paper compliance/implementation *(with IIR)*
- o) Promotion of Whole School SEAL/Citizenship & Character Education including provision during Tutor time / Assemblies

2. Line Management of:

- a) Associate Assistant Headteacher – (Mathematics, Numeracy & Homework) *(AHI)*
- b) Associate Assistant Headteacher – (English & Whole School Reading & Literacy) *(GOR)*
- c) Associate Assistant Headteacher – (Safeguarding, Pastoral, Progression & Creativity) *(JNO)*
- d) Associate Assistant Headteacher – (Attendance, Equality & Opportunity) *(COG)*
- e) Director of Business Studies & Economics *(CBA)*
- f) Cover Manager *(CHO)*
- g) *Liaison and Support for Cover Supervisor *(FWE)*
- h) *Liaison with the Designated Looked After Children Coordinator *(ATA)*
- i) *Liaison with the Mental Health & Wellbeing Coordinator *(LWA)*



SLT RESPONSIBILITIES – 2024-25

<p>Paul Rough <u>Associate Deputy Headteacher</u> (Pastoral, Culture & Ethos)</p>	<p>Rob Clifford <u>Associate Deputy Headteacher</u> (Teaching, Learning & Professional Development)</p>	<p>Casey Beever <u>Associate Deputy Headteacher</u> (Curriculum, Progress & Assessment)</p>
<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Pastoral Intervention & Support Strategies across the School b) Management and Oversight of Whole School Inclusion and Intervention, including Pathways, Student Support Hub and INTEX Provisions c) Coordination of Fortnightly Intervention Support Panel Meetings (involving Pastoral, Inclusion, Intervention & SEN/D Reps) d) Coordination of School Counselling Support Services e) Alternative Provision & Off-Site Education Management f) BTEC & Vocational Qualifications - Centre Verifier/Quality Assurance g) Behaviour Management and School Detention Systems h) Assembly Rota and Coordination of with HoY/SLT i) Liaison on a weekly basis with the Associate Assistant Headteacher – (Attendance, Equality & Opportunity), & Attendance Manager on Attendance & Punctuality across the School j) Management of all Parents' Consultation Evenings (Y7-11), including Year 7 Parent/Tutor Afternoon k) Organisation of the Annual Year 11 Leavers' Prom <i>(with LWA/TCA)</i> l) Work Experience Programme <i>(with CGA/TCA)</i> m) Community Development <i>(with MWI)</i> n) Parental Engagement <i>(with MWI)</i> o) Monitoring & Development of Leading Parent Partnership Award p) Parents' Handbook <i>(with JRI)</i> q) SPI / Fair Access Committee Membership <i>(with IIR)</i> <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Heads of Year x5 <i>(HTH, ATA, ACL, CGA, & LWA)</i> b) Director of Transition & Community Engagement <i>(MWI)</i> c) Director of Health & Social Care <i>(KBU)</i> d) Student Welfare & Assistant Pastoral Manager <i>(TCA)</i> e) Pastoral Assistant <i>(ECH)</i> f) Behaviour & Intervention Coordinator <i>(KWH)</i> g) Pathways Intervention Mentor <i>(AWI)</i> h) *Student Support Hub - <i>[Joint line management with LJE]</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Development of Teaching & Learning across the School b) Support of Curriculum Development <i>(with IIR/CBV)</i> c) Organisation of the Continuous Quality Assurance (QA) Programme across the School d) Quality Assurance & Development of Marking, Feedback & Assessment for Learning, including Work Scrutiny 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 f) Training & Professional Development of Staff g) Induction of New Staff h) Teaching Staff Peer Mentoring/Support Programmes i) Monitoring & Development of Investors in People Award j) Development & further progression of the Aspiring Middle Leaders and T&L Development Programmes k) Bright Futures Teaching Hub School link for ECT / CPD / Local Delivery Partnership l) Early Career Professional Development Framework Programmes for Newly & Recently Qualified (ECT 1 & 2) m) Initial Teacher Training (ITT) <i>(with MHA)</i> n) SLT Support of Year 10 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Leading Practitioner - Modern Foreign Languages <i>(CRO)</i> b) Creative Arts Provision – including: <ul style="list-style-type: none"> ▪ Director of Art & Design Faculty (including Graphics & Textiles) <i>(JGR)</i> c) Technology Provision - including: <ul style="list-style-type: none"> ▪ Director of D&T, Construction & Engineering <i>(PNU)</i> ▪ Director of Food Technology & Hospitality <i>(DGA)</i> ▪ Director of Computing <i>(ADI)</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Raising Attainment & Progress across the School b) Progress & Attainment Intervention & Support Strategies across the School c) Support of Curriculum Development <i>(with IIR/RCL)</i> d) Coordination of E-Bacc & Non-E-Bacc Group Meetings e) Organisation of the Extended Tutorial Support / Additional Study, Intervention Sessions, and Academic Support Programmes across the School f) Whole School Revision Strategies g) Organisation of the Year 11 DOS Intervention & other associated Curriculum Evenings h) Management of the Year 9 Options Information Process including the Organisation of Options Evening i) Gifted & Talented/More Able Students Strategy <i>(with LHA)</i> j) Organisation of the Annual Achievement Evening <i>(with MWI, IIR & JRI)</i> k) Assessment, Recording & Reporting <i>(with GED)</i> l) Target Setting and Monitoring of Progress <i>(with GED)</i> m) Governors' Key Performance Indicators (KPI's) n) Data Management & Data Protection - GDPR Strategy o) Organisation of the SLICT Group half termly meetings p) All Examinations both Internal and External <i>(with SWO/GED)</i> q) SLT Support of Year 11 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Associate Assistant Headteacher – (Science & STEM) <i>(PGR)</i> b) Humanities – including: <ul style="list-style-type: none"> ▪ Director of History <i>(JLY)</i> ▪ Geography <i>(KZI)</i> c) Gifted & Talented / More Able Coordinator <i>(LHA)</i> d) SIMS/Data & Operations Manager <i>(GED)</i> e) Examinations & Student Records Manager <i>(SWO)</i> f) *Additional Progress & Engagement Strategy Leaders/Staff



SLT RESPONSIBILITIES – 2024-25

<p align="center">Jude Norman Associate Assistant Headteacher (Safeguarding, Pastoral, Progression & Creativity)</p>	<p align="center">Cat O’Gara Associate Assistant Headteacher (Attendance, Equality & Opportunity)</p>	<p align="center">Catherine Robinson Leading Practitioner (Modern Foreign Languages)</p>
<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Safeguarding, Child Protection & Prevent Duty (Designated Senior Person) b) Leading, advising and supporting other members of staff on child welfare, safeguarding and child protection matters, and in liaising with relevant external agencies c) Ensuring school leaders (including the Governing Body) have an appropriate strategic overview and evaluative evidence of safeguarding and child protection d) Coordination of Fortnightly Whole School Pastoral & Inclusion Team Safeguarding Meetings e) Senior Leadership Support of Pastoral & Inclusion systems f) Careers & Post 16 Guidance <i>(with ERI)</i> g) University, HE & FE Links <i>(with ERI)</i> h) KS3 University Gateway Aspiration Project <i>(with MWI)</i> i) Coordination of Employer & Training Provider Encounters / Relationships j) Careers & Enterprise Network development across the LA and Greater Manchester <i>(with ERI)</i> k) Coordination of the Annual Careers/University Fairs <i>(with ERI)</i> l) Management & Oversight of Student Destination Information m) NEET Reduction Strategies n) Alumni Relationships <i>(with XX)</i> o) Support for the Coordination of School Performing Arts Events <i>(with Arts DoS)</i> p) SLT Support of Year 8 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Performing Arts Provision – including: <ul style="list-style-type: none"> ▪ Director of Music <i>(RDI)</i> ▪ Director of Drama <i>(DSM)</i> b) Director of Careers & Aspiration <i>(ERI)</i> c) *Liaison with Deputy Designated Safeguarding Leads <i>(JWA/HTH & HoY)</i> d) *Liaison with SfYP Independent Careers Advisor <i>(MWA)</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Leading & Supporting Whole School Attendance & Punctuality Improvement Systems & Strategies (particularly of disadvantaged students) b) Liaison on a weekly basis with the Associate Deputy Headteacher – (Pastoral, Culture & Ethos) on the coordination of Attendance & Punctuality in relation to Pastoral systems and students across the school c) Disadvantaged Pupil Premium Students – Strategy, Support, Opportunity, Attendance, Wellbeing, and Progress & Attainment (seeking to raise attainment and close the gap) d) 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 e) Strategic responsibility as Educational Trips and Visits Co-ordinator, for the management, oversight and approval / sign-off of all Educational Trips and Visits f) Strategic responsibility for the co-ordination and consistent and effective delivery of Enrichment and Extra-Curricular Provision across the school g) Student Leadership development opportunities, including Prefects and Student Council Leadership <i>(with TCA)</i> h) SLT Support of Year 9 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Attendance Manager <i>(MCL)</i> b) Attendance Outreach Officers (x3) <i>(RCR, OLH, FPE)</i> c) Director of Religious Studies <i>(JMU)</i> d) Lead Teacher of PHSCE <i>(CUP)</i> e) *Liaison with LA Education Welfare Officer <i>(SCL)</i> 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> 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 development implementation monitoring & evaluation of <ul style="list-style-type: none"> 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 T&L, supporting colleagues, both on a 1-2-1 basis and in groups, with the aim of securing outstanding pedagogy & student outcomes d) 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) Coordination and oversight/management of the Year 10 MFL GCSE Early Entry & Year 11 GCSE legacy qualification transition h) Working with & reporting to the senior leader responsible for T&L to monitor, evaluate & review the quality of education across the school i) Supporting with planning and delivering whole school CPD to improve T&L both within the MFL department and the school j) Coordinating Support for Students with English as an Additional Language (EAL) k) National & International School Links including the British Council International School Status l) KS2 & Community Outreach support for MFL development m) SLT Support of Year 9 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Director of MFL <i>(FMA)</i> b) Director of PE/Sport <i>(JHR)</i>



<p align="center">Alan Hinton Associate Assistant Headteacher (Mathematics, Numeracy, and Homework)</p>	<p align="center">Gemma Ormerod Associate Assistant Headteacher (English, and Whole School Reading & Literacy)</p>	<p align="center">Phil Griffith Associate Assistant Headteacher (Science & STEM)</p>
<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Strategic Leadership & Operational Management of Maths b) Whole school Numeracy c) Mathematics Catch-up Strategies, Academic Support, Enrichment, Additional Study, and Intervention Provision d) Securing the highest levels of student achievement through the development of departmental provision (assessment, curriculum and pedagogy) e) Professional development of teachers and support staff within the department, and across the school f) Quality assurance, data analysis, self-evaluation, and improvement procedures within the department & school g) Assessing student performance, actively monitoring, tracking and implementing appropriate interventions (<i>inc. for specific groups</i>) to secure outstanding progress h) Curriculum expertise, keeping abreast of national developments, new methodological approaches in Mathematics and Numeracy and leading response to change i) Liaising with the relevant exam boards and support networks, to maintain relevant accreditation j) Securing consistently highly effective first wave teaching and learning across the department and school as a leader k) Ensuring SLT & Governors have a strategic overview and evaluative evidence of departmental performance l) Support of the senior T&L lead with Teaching and Learning Reviews and in-school CPD for staff m) Organisation, development and QA of whole school Independent Learning and Homework policies & systems n) 'Basics' Strategy & Performance at whole school level <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Senior Assistant Director of Maths (<i>VHI</i>) b) Assistant Directors of Maths x4 (<i>AAL, CHG, SCA/CPA</i>) c) Lead Teacher of Statistics & Further Mathematics (<i>JHA</i>) d) Academic Mentors – Maths Subject Tutors x2 (<i>SWA & NAN</i>) 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Strategic leadership and operational management of English and English Literature b) Enhancement of Reading & Writing Literacy skills within the department and in support of wider school strategies c) Leadership of development of vocabulary and reading pedagogy, including Bedrock d) Monitoring effectiveness of Year 7 & 8 Reading Lessons e) Oracy Development and Public Speaking Programmes f) Library use across the school for the enhancement of reading and independent learning g) English Catch-up Strategies, Academic Support, Enrichment, Additional Study, and Intervention Provision h) Securing the highest levels of achievement through development of departmental provision (assessment, curriculum pedagogy) i) Professional development of teachers and support staff within the department, and across the school j) Quality assurance, data analysis, self-evaluation, and improvement procedures within the department & school k) Assessing & monitoring student performance and implementing appropriate interventions to secure outstanding progress l) Curriculum expertise, keeping abreast of national developments, new methodological approaches and leading response to change m) Liaising with the relevant exam boards and support networks, to maintain relevant accreditation n) Securing consistently highly effective first wave teaching and learning across the department and school as a leader o) Ensuring SLT & Governors have a strategic overview and evaluative evidence of departmental performance p) 'Basics' Strategy & Performance at whole school level <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Senior Assistant Director of English (<i>JCA</i>) b) Assistant Directors of English x4 (<i>PRD, MCS, MHO & NBE</i>) c) Academic Mentor – English Subject Tutor (<i>MDV</i>) d) Reading Mentors (<i>ABU & EGE</i>) e) Librarian (<i>DGO</i>) 	<p>1. Overall Responsibility for:</p> <ul style="list-style-type: none"> a) Strategic leadership & operational management of Science b) Whole school STEM c) Science Catch-up Strategies, Academic Support, Enrichment, Additional Study, and Intervention Provision d) Securing the highest levels of student achievement through the development of departmental provision (assessment, curriculum and pedagogy) e) Professional development of teachers and support staff within the department, and across the school f) Quality assurance, data analysis, self-evaluation, and improvement procedures within the department & school g) Assessing student performance, actively monitoring, tracking and implementing appropriate interventions (<i>inc. for specific groups</i>) to secure outstanding progress h) Curriculum expertise, keeping abreast of national developments, new methodological approaches in Science and STEM and leading response to change i) Liaising with the relevant exam boards and support networks, to maintain relevant accreditation j) Securing consistently highly effective first wave teaching and learning across the department & school as a leader k) Ensuring SLT & Governors have a strategic overview and evaluative evidence of departmental performance l) Whole school Science EBacc Strategy & Performance m) SLT Support of Year 8 <p>2. Line Management of:</p> <ul style="list-style-type: none"> a) Assistant Directors of Science x4 (<i>SWE, MJE, PST, CHR</i>) b) Director of ICT (<i>JBO</i>) c) Science Technicians x3 (<i>JGL, FTY & TDE</i>)



Extended Senior Leadership Team Member

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 - HTH)*
- e) Community Partnership Development
- f) Primary School Liaison and Partnership Co-ordination
- g) Primary Master Class and Summer School Programmes
- h) Promotion & Organisation of 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 JNO)*
- p) Student Ambassadors *(with JRI)*
- q) Support of Young Carers and Liaison with Signpost UK

2. Line Management of:

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

