

Roles and Responsibilities in School

September 2022

Initial	Responsibility Strategic	Responsibility Subject	Accreditations
		Senior Leadership Team	
PD	Vision, Quality Assurance, Strategic Direction, Budget, Partnership, Data and Assessment, Joint SENDCo, HR and staff management, Health and Safety to include building maintenance and building planning and improvement, Timetabling and supply, Ofsted files and preparation work, Governance	Literacy and Maths	SFVS
LW	Safeguarding including LAC/PLAC to include PEP paperwork and meetings, Students and volunteers in school, Joint SENDCo	Science	
VH	Speech, Language and Communication	PHSE and Citizenship, SRE	Equality Award
LS	Budget		SFVS
		Middle Leadership Team	
AW	Website	Computing, E-safety, PMLD/Sensory Curriculum	
MT	Preparation for Adulthood, Policy co-ordination and Training time table	Business and Enterprise	
HB	Early Years	Creative Arts	Arts Mark
		Lead Practitioner Team	
KF	Website for PE	Foreign Languages, PE	
HW	Emotional Literacy support	Humanities	
HR	Minibus, Pool	RE, SMSC	
KS	Arts Mark support for Helen B	Outdoor Learning	
FH	Pupil Council/RDA	Design and Technology	

Roles and Responsibilities in School

September 2022

All staff have a joint responsibility for teaching and learning, behaviour and safeguarding in our school, as well as supporting those in a lead position to move learning forward in each curricular area. This will form a large part of your Appraisal targets and will be discussed at Appraisal meetings.

Subject/area leads have the following points to remember: -

- To ask for help from any one on the team, you are not alone and can ask for resources and training if you feel you need it.
- Develop your action plan in September, share with staff and Penny.
- Ensure that you keep your blue subject area files up to date with planning ideas, action plan and anything else that would be useful.
- Ask for time for training in your area, staff meeting time, so that you can share your ideas and plans.
- Remember that you are the lead for your areas of responsibility, it is therefore important that the leadership team see impact across school, on practice and therefore on teaching and learning and outcomes for pupils.
- Review your action plan termly and give Penny a reviewed plan in June.

Lead Practitioners

This is a key role in our school with a level of pay grade to reflect this, to fulfil this role there may be times that extra time beyond that of the normal working hours are required, it is hoped that this is not often, however the following is stated in the job description and it is the Lead Practitioner's responsibility to ensure that this is happening.

- Covering for PPA time
- To take a lead role with the development and implementation of Learner's educational plans
- To have a whole school responsibility for a specific curriculum area
- To ensure that all agreed, additional, whole school responsibilities are fulfilled