

Roles and Responsibilities in School

September 2019

Name	Responsibility Strategic	Responsibility Subject	Accreditations
		Senior Leadership Team	
Mrs Derries (Head Teacher)	Vision, Quality Assurance, Strategic Direction, Safeguarding, Budget, Partnership, Data and Assessment, SENDCo		SFVS Equalities award
Miss Waugh (Deputy Head Teacher)	Safeguarding including LAC/PLAC, Students and volunteers in school, SENDCo, Mental Health Lead		Basic Skills award MAPA or equivalent
Mrs Henry (Senior Teacher)	Speech, Language and Communication	PHSE and Citizenship, SRE	
Mrs Stevenson (Office Manager)	Budget		SFVS
		Middle Leadership Team	
Mrs Williams	Website	Computing, E-safety, PMLD/Sensory Curriculum	
Mr Cooke	Health and Safety, Sixth Form, Functional Skills qualifications, ASDAN	Outdoor Learning, Science, Mathematics	John Muir award Northumberland award
Mrs Ferguson	Early Years, Timetabling and supply	English, Creative Arts	Arts Award, Arts Mark
		Lead Practitioner Team	
Mrs Foreman	PE and website for PE	Modern Foreign Languages,	
Mrs Wood	Emotional Literacy support	Humanities Design and Technology	
Mrs Rutherford	Minibus, Pool	RE, SMSC	
Mrs Tait	Breakfast and After school club	Business and Enterprise	Healthy schools
		Senior Teaching Assistants	
Mrs Hunter	Pupil Council	RDA	

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

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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 and planning 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