SLT Roles and Responsibilities May 2021 to August 2022

	Kate Smith Headteacher	Amber Cook Deputy Head	Matt Grinyer Deputy Head	Ben Farlow Assistant Head	Tim Albone Assistant Head (Acting)	Nick Haynes Assistant Head	Clare Hodgson Assistant Head	Tracie Smith Business Manager
Responsibility Areas	School Improvement Planning	Safeguarding	Intervention Strategy	KS3 Heads of Year/pastoral	Key Stage 3 Curriculum, Assessment, Stand	Curriculum	Teaching, Learning and Assessment	Academy Finance and Administration
	Area Development Planning	Exclusions	Sixth Form	Pupil Premium	Most able strategy	Data production and evaluation	CPD/Training/coaching	Estates
	Budget and Resources	Attendance	Area Reviews	Rewards System	House System	Reporting	NQTs/School Direct	Cover
	Ofsted Readiness/SEF	Alternative Provision	Heads of Department/Middle leader Group	Consequences strategy	Parental Engagement Strategy	Exams	Staff Induction	Personnel
	Partnerships	Admissions inc appeals	Consortium (QA/Calendar)	KS2 to 3 Transition	PTFA	Timetable	Student Planners	Staff Attendance
	Trustees	EAL provision	Calendar	GCSE Pod	Parents' consultations including ARD	Options	Schemes of Work	Single Central Record
	Teacher Recruitment	Prevent Strategy	Staff Planner	Parent Portal (SIMS)	Student Voice	Sixth form applications	Appraisal	School Census
	Targets	E-safety	Numeracy	Character Education	Parent Questionnaires	Careers	Prep, inc Show My Homework	Diary
	Values	Character/values education	Knightsfield School link		Staff handbook	Consortium (CDG - Chair)	Access to Learning Mapping	Health and Safety
	Communication Strategy	KS4 Heads of Year/pastoral			Daily Consistencies	Trips/Visits	Teaching and Learning Leadership group	Marketing
	Complaints	PSHCE and Resilience programme					Marking and Feedback	Strategic ICT
	Staff questionnaires							Support Staff Appraisal
SDP	Leadership and Management	Behaviour and Attitudes	16-19 Programmes	Personal Development	Quality of Education : Intent (KS3)	Quality of Education Intent & Outcomes	Quality of Education : Implementation	Strategic Resource Management
Line/Perf Man Links	SLT	Lead Beh Supp Man/DofE	Sixth Form	Pupil Premium Support Officer	Science	Music	Art	Estates Manager
	HTs PA	Family Support Worker	Maths	Literacy and numeracy tutors	Drama	Business Studies/Economics	History	Office Manager
	SEN	Lead Cover Supervisor	English	PE	Heads of House	Exams Officer/Data Manager	Creative and Digital media and digital learning strategy	Finance Team
	Geography	Librarian/Literacy/Charity/Duties	Computing and ICT	Pastoral Support Officer		CEEG Coordinator		Network Manager
		KS4 Heads of Year	RE, Psychology and Sociology	KS3 Heads of Year		Health and Social Care		HR Administration Assistant
		PSHCE		MFL		DT		
		M Year	Sixth Form	K Year	N Year	J and then P Year	L Year	N/A
Trustee/Other Agency	Board of Trustees	Board of Trustees	Board of Trustees	Pupil Premium Trustee	Bounce Forward	CDG	Alban TSA/Federation	Board of Trustees
	LA	Connexions	Resources & Risk Committee				University of Herts	Resources & Risk Committee
	Consortium Heads	AIO	QA Group				Chiltern CTG	Health and Safety Trustee
	WHASSH	Social Services						EFA
	Press	ESC						HfL Schools' HR
	HASSH	Safeguarding and CLA Trustee						Accountants
	SETPOINT Board of Trustees	E-Safety Trustee						Solicitors
		LADO						GDPR
		Police						HfL (DPO)
Event Lead		KS 4 Presentation Evening	Sixth Form Eve	Yr 6 Transition Evening	Parent Forum	Yr 9 Options Evening	Staff Conferences	Public Events (Estates Liaison)
		Parents' Briefings	Presentation Eve	Y7 Parents' Events	ARDs/Follow Up Eves	Open Evening		
		Y11 Study Skills Evening	6th Form consultations	KS3 Presentation Evening	Y10 and 11 Consultation Evening			
			Sixth Briefings		PTFA events			
Policy Lead	Complaints	Admissions	Sixth Form Admissions	Transition Policy	Most able Policy	Sex Education	Pay	Whistleblowing
	Staff Discipline	Behaviour				Assessment Recording Reporting	Teacher Appraisal	Accessibility
	Special Educational Needs	Child Protection (inc dealing with allegations)				Curriculum	Support Staff Appraisal	Capability
	Dealing with abusive parents	Equality Scheme				Exams Policy	Teaching and Learning	Charging and Remissions
	Trustees' code of conduct & Allowances	Supporting Students with Medical Needs				Statement on Religious Education	Preparation for Learning	Data Protection
	Trustees' School Visits	Exclusions				Trips and Visits		Data Retention
	Staff restructure	Anti-bullying				Word Processor (exams)		Freedom of Information
	Staff Grievance	Attendance				Internal Exams Appeals		Health and Safety
	Staff code of conduct	E-safety						Staff Well-being handbook
		Home/School Agreement						Safer Recruitment
		Children Looked After						Schedule of Delegation
		Drugs (students)						CCTV
		Physical Intervention						Anti-bribery
		Literacy Policy						Damage loss and theft
		Searching Students						Family and Carer
								Harrassment and Bullying (Staff)
								Hirings
								Probationary Service
								Outstanding Income
	Kate	Toby	Matt	Amber	Ben	Nick	Clare	Tracie

Trustee Approved

SLT Approved