

RICHARD HARDMAN:ASSISTANT HEAD TEACHER

(AHT: Director of Sixth Form)

Aim...to provide professional leadership to ensure continuous improvement of our school in order to ensure the highest of academic standards are achieved for all students & subjects within our Sixth Form

Specific Responsibilities:

- SLT LINK: Creative & Digital Technology Team, Year 12&13
- SLT SUPPORT LINK: Newton House
- Lead the strategic development of the Sixth Form
- Ensure the effective working of the Sixth Form
- Lead links between the Sixth Form and the wider community
- Maximise student achievement and progress within the Sixth Form
- Lead and manage the Sixth Form Team
- Lead and oversight of quality of T&L in Sixth Form
- Lead Recruitment & Retention of students into the Sixth Form
- Sixth Form self-evaluation & improvement planning
- Sixth Form Student Welfare
- Ensure effective Sixth Form Transition
- Lead and develop Sixth Form Networks
- Sixth Form related marketing strategies
- Lead, develop and establish Sixth Form Open Evening
- Sixth Form Raising Achievement Plans

JENNY SYKES

(Director of Business & Operations)

Aim...to provide professional leadership to ensure delivery of world class business and operations function across school

Specific Responsibilities:

- Initial contact link for all support staff
- Leisure Centre
- Transport and transport services
- Daily school operations
- Leadership over site and capital developments
- Chair of Critical Incident Team
- Provide support to the Head Teacher in all personnel and HR related matters
- Monitoring Staff Absence & Managing Absence Policy
- Leadership of New Support Staff Induction
- Support staff Induction/Exit Interviews
- School Calendar & Duty Rotas
- Staff Handbook & Code of Conduct
- Development and Leadership of ICT Strategy
- Staff Risk Assessments
- Oversight of student catering

WENDY RYDER:ASSISTANT HEAD TEACHER

(AHT: Director of Standards & Progress)

Aim...to provide professional leadership to ensure the highest of standards are achieved throughout our staffing workforce.

Specific Responsibilities:

- SLT Link: Key Stage 3
- SLT Link: English Faculty
- SLT SUPPORT LINK: Davenport House
- Raising Standards Lead (PiXL Network and Whole Education)
- Staff CPD, JPD and INSET leading to increased quality of teaching and learning
- Leadership of external and internal data analysis
- Leadership of External Accountability Measures (ASP, IDSR, FFT, L3VA, etc)
- Leadership, training and communication of examination analysis
- Student Target System
- Assessment, Reporting and Recording
- Strategic Leadership of the school's House System
- Daily staff deployment and cover arrangements
- Support for management of teacher support programmes
- New teaching staff induction

ANDY BENNETT:ASSISTANT HEAD TEACHER

(AHT: Director of Standards & Student Progress)

Aim...to provide professional leadership to ensure all students achieve and make progress across year groups.

Specific Responsibilities:

- SLT LINK: Key Stage 4
- SLT Link: Humanities Faculty
- SLT Support Link: Newton House
- Standards achieved & progress of students across year groups
- Whole School "cohort" strategies (quality of teaching and learning, increased progress & attainment, increased opportunity, increased attendance, decreased exclusions); Pupil Premium, boys, most able.
- Behaviour for learning strategies to support T&L
- Parental engagement and participation
- Raising attendance strategies
- Student reward trips and student activity week
- Leadership of Whole School Sponsored Walk
- Support student welfare systems
- Support rewards and sanctions systems
- Support student voice and participation
- Support student engagement and satisfaction
- Support internal and external exclusions
- Designated lead for looked after children

POYNTON HIGH SCHOOL



STRATEGIC LEADERSHIP TEAM ROLES AND RESPONSIBILITIES

“...having a collective responsibility to enable all to stay true to our school's vision and values”

DAVID WAUGH: HEAD TEACHER

Aim...the rigorous pursuit of excellence in every element of school life. Setting the highest expectations for all members of our school family with a relentless focus on improving student, staff, governor and community outcomes and abilities through an uncompromising drive and a highly ambitious vision for our future.

Specific Responsibilities:

- SLT LINK: Teacher Education Team, The Performance Team (PE & Performing Arts)
- SLT SUPPORT LINK: Child Protection & Safeguarding
- Vision, leadership and strategic direction of the school
- Head of School: oversight of all aspects of school life
- Head Teacher responsibilities to all staff, students & governors
- Head Teacher statutory & Local Authority responsibilities
- Principal/Chief Exec academy responsibilities
- Supporting & developing effective governance
- Whole school self-evaluation & improvement planning
- Strategic financial planning & income generation
- Inspection readiness and accountability & Ofsted
- Leadership development of all staff
- Appraisal, Blue Sky and Career Stage Expectations
- Staff recruitment & Succession Planning
- Networks & Federations & Teaching School Alliance Partnerships
- Staff Safeguarding responsibilities
- Long term sustainability planning
- PDA & KPMW partnership working
- ASCL National Council Member & Honorary Treasurer
- Marketing, Press Liaison & Publicity
- Appraisal & Performance Management
- Leadership & Management of Staff Performance
- Partnership working with Professional Associations

MATTHEW DEAN: DEPUTY HEAD TEACHER

(DHT: Standards & Subject Progress)

Aim...to provide professional leadership to ensure continuous improvement of our school in order to ensure the highest of academic standards are achieved for all subject areas and teams.

Specific Responsibilities:

- SLT LINK: Science Team, Mathematics Team, CEG&WRL, Year 10 & 11
- SLT SUPPORT LINK: Vernon House

- Oversight of all Subject Areas through their Directors of Learning
- Curriculum Design & Development
- Global Staffing & Curriculum Deployment
- Internal Self-Evaluation & Improvement Planning
- Team Visits
- Formal Lesson Observation Systems
- Strategic Lead for Assessment, Report & Recording
- Raising Achievement Plans: Subject
- Leadership of the monitoring of the quality of T&L
- Leadership of development of the quality of teaching & learning
- Options Processes
- Strategic Lead over timetabling
- Strategic Lead and Development of Directors of Learning (Curriculum)
- Leadership of British Values Curriculum
- Monitoring Progress to School Targets
- Development and Leadership of Home Learning
- External Communication Systems
- Oversight of Internal & External Examinations
- Oversight of WRL&E, CEG
- Development of Internal Communication Systems
- Development and Leadership of RWCM (inc. Literacy & Numeracy)
- Strategic Lead over the Library
- Leadership of school website compliance strategies

CATHERINE HOLYLAND: DEPUTY HEAD TEACHER

(DHT: Standards & Student Progress)

Aim...to provide professional leadership to ensure continuous improvement of our school in order to ensure the highest of academic standards are achieved for all students and year teams.

Specific Responsibilities:

- SLT LINK: Welfare Education Team, Learning Support, Year 7, 8, 9, MFL
- SLT SUPPORT LINK: Legh House
- Standards Achieved & Progress of Student Groups
- Oversight of all Year Groups through their Directors of Learning
- Student Welfare
- Lead Behaviour Specialist & Behaviour for Learning
- Rewards & Sanctions
- Admissions & Transition
- Safeguarding & Designated Lead Child Protection
- Leadership over Parents' Evenings and Parental Consultation
- Strategic Lead for Welfare Education

- Strategic Lead Close the Gap
- Intervention Strategy Teams
- Student Voice & Participation
- Student Leadership Development
- Student Engagement & Satisfaction
- Evacuation and Invacuation
- External Welfare Agencies
- Strategic Lead for The Learning Centre
- Strategic Lead for SEND & Learning Support
- Attendance
- Internal & External Exclusions
- Student Admission & Appeals
- Inclusion Quality Mark
- Critical Incident Management

JILL INGRAM: CHIEF FINANCIAL OFFICER

Aim...to provide professional leadership to ensure the highest of standards are achieved throughout our business & finance, site & assets and community work.

- SLT LINK: Support Staff Team & Executive Management Team
- SLT SUPPORT LINK: Vernon House
- Strategic Lead over all support staff aspects of school function
- Academy Trust Finance Director
- Audit and Accountancy
- Lead for ESFA statutory returns
- Finance and Business Development
- Strategic Financial Planning & Income generation
- Long term financial sustainability
- Site & Assets Development strategic lead
- School Efficiency Advisor
- GDPR lead and DPO
- Learning Environment development & improvement
- Single Central Record
- Oversight of Personnel & Administration
- Cost-Benefit Analysis Systems
- Internal Auditing procedures & financial compliance
- Partnership development and expansion
- Finance and GDPR support to network schools