



**FT Deputy CB**  
 Strategic lead for Teaching and Learning across the school and CPD for all staff.  
 Whole school outcomes (Achievement and Progress) Assessment  
 Quality assure and line manage Phase Leaders  
 Reporting to Governors  
 More Able  
 Line manage Phase leaders  
 Line manage English and maths  
 Attendance (General)  
 Behaviour—classroom  
 Support Staff link deputy  
 CPD

**Head Teacher**  
 Leads the school  
 Reporting to and developing governors.  
 Finance—Budgeting, Appointments  
 Safeguarding  
 Quality assurance of the work of the school  
 Oversee the work of the Senior leaders and holding them to account. Appraisal of the senior leadership team (And the bursar)  
 Staff appointments  
 Attendance overview  
 Line manage Premises team

Whole School Strategic Planning—SIP and SEF  
 Whole School Data overview  
 Health and Safety

**Bursar**  
 Line manage office staff  
 Manage and monitor budgets.  
 Audit preparation  
 Communication with EFA.  
 Cash flow

**Office staff**  
 Parental Communication  
 Data support  
 Attendance support

**Phase Leaders**  
 Strategic lead for T+L in their phase  
 Quality assure and line manage teachers including Performance Management  
 Curriculum planning within their phase.  
 Outcomes across their phase (Attainment and progress) - Assessment  
 HLTAs  
 Deployment of support staff  
 Creating a team based approach

**PT Deputy YS**  
 Curriculum development and delivery across the school  
 Quality assure and line manage Foundation subject leads.  
 Resourcing for curriculum development.  
 Reporting to Governors  
 Wellbeing—Personal development  
 Pupil Premium and disadvantaged.  
 Line manage SENCO  
 Line manage nurture leader

**SENCO**  
 Inclusion—SEND provision  
 Provision Map  
 Training  
 Tracking progress of children on the SEN record  
 Supporting teachers with IEPs  
 Reviewing/applying for EHCP/SEN support plans  
 Link with Middle leaders

**Premises Manager**  
 Regulatory paperwork  
 Timetable and organise repairs to site  
 Line manage handy man and cleaners.  
 Site H+S

**Maths and English Leaders**  
 Whole school initiatives—strategic overview  
 Quality assurance of outcomes—responding to data  
 Monitoring T+L of Maths and English  
 Whole school training to include support staff.  
 Work with Phase leaders to implement intervention.

**Nurture Leader**  
 Line manage ELSAs  
 Behaviour—Personal development

**Handyman/cleaners**  
 School cleanliness  
 Minor repairs  
 H&S

**ELSAs**  
 Supporting young people with anxiety/ mental health

**Class Teachers**  
 Teaching and Learning in their rooms  
 Planning, Teaching and assessment  
 Managing support staff in rooms  
 Progress of all children in their class  
 Outcomes (Attainment and Progress) in their class.

**Classroom Support Staff**  
 Working under the direction of class teachers and phase leaders.  
 Supporting pupils learning in and out of class.  
 1-1 support as directed  
 Contribute positively to outcomes (Attainment and progress) of children in the class

**Sport Coach**  
 Supporting Teachers with Sport delivery  
 Organising a range of after school sport activities  
 Linking with other schools to arrange competitive sport