



Headlands School Leadership Team - Roles & Responsibilities 2020-2021

Sarah Bone Andrew Hirst Gov Link	Amy Stamford - Deputy Donna Walker - Gov Link	Tracey Roberts - Assistant. Head Donna Walker - Gov Link	Gillian Rogers - Assistant. Head Liz Philpot - Gov Link	Adam Edwards - Assistant. Head Adele Wilkinson - Gov Link	Tracy McCann - Director Andrew Hirst - Gov Link
Leadership & Management	Quality of Education	Assessment, Data & Timetable	Curriculum, Teaching & Learning	Behaviour	Human Resources & Business Operations
<p>Strategic overview of the implementation of:</p> <p>a) Leadership & management of Headlands School</p> <p>b) Lead the vision & values of Headlands School to ensure a climate that enables every member of the school community to flourish</p> <p>c) Formulation of the strategic School Development Plans, marketing strategies, curriculum & organisational change & recruitment of staff</p> <p>d) Develop & sustain excellence in all areas of the education offered by Headlands School - striving for "greatness".</p>	<p>Strategic overview of the implementation of:</p> <p>a) Outcomes</p> <p>b) Curriculum</p> <p>c) Teaching & Learning</p> <p>d) Sixth Form</p> <p>e) Pupil Premium & Catch-Up Premium</p> <p>f) Literacy & Numeracy Policy</p> <p>g) PSHE / SRE / SMSC Policy</p> <p>h) Personal Development & Attitudes Policy</p>	<p>Implementation of:</p> <p>a) Timetable</p> <p>b) Assessment Policy</p> <p>c) Data Protection / GDPR Policy</p> <p>d) Transitional Assessment & Reporting Policy</p> <p>e) Appeals Against Internal Assessments Policy</p> <p>f) Privacy Notice</p> <p>g) Exams Policy</p> <p>h) Exams Contingency Plan Policy</p> <p>i) BTEC Policy - (Quality Nominee)</p> <p>j) Controlled Assessment Policy</p> <p>k) E-Safety Policy</p> <p>l) Reporting Policy</p>	<p>Implementation of:</p> <p>a) Curriculum Policy</p> <p>b) Teaching & Learning Policy</p> <p>c) CPD Policy</p> <p>d) NQT Policy</p> <p>e) Staff Appraisal Policy</p> <p>f) Homework Policy</p> <p>g) SCITT Policy</p>	<p>Implementation of:</p> <p>a) Behaviour for Learning Policy</p> <p>b) Uniform Policy</p> <p>c) Attendance Policy</p> <p>d) Child Protection & Safeguarding Policy</p> <p>e) Children Looked After Policy</p> <p>f) Anti-Bullying, Harassment & Discrimination Policy</p> <p>g) Transgender Policy</p> <p>h) Social Inclusion Policy</p> <p>i) Equality Policy</p> <p>j) Freedom of Expression</p> <p>k) Drugs Policy</p> <p>l) Critical Incident Policy</p> <p>m) Offensive Weapons Policy</p> <p>n) CSE Policy</p> <p>o) Exclusion Policy</p> <p>p) Positive Handling Policy</p> <p>q) Lunchtime Absence Policy</p> <p>r) Educational Visits Policy</p>	<p>Implementation of:</p> <p>a) Associate Staff Appraisal</p> <p>b) Cover Policy</p> <p>c) Medical Policy</p> <p>d) Staff Dress Code Policy</p> <p>e) Smoking, Alcohol & Drugs Policy (Staff)</p> <p>f) Governor Code of Conduct Policy</p> <p>g) Complaints against a School Governor Policy</p> <p>h) Freedom of Information</p> <p>i) Health & Safety Policy</p> <p>j) CCTV Policy</p> <p>k) Site Security & Access Procedures</p> <p>l) Charging and Remissions Policy</p> <p>m) Acceptable Use Agreement</p>
Ian Walton - Associate Ast. Head Adele Wilkinson - Gov Link	David Stamper - Associate Ast Head Liz Philpot - Gov Link	Laura Woodward - Associate Ast Head	Robert Fraser - Associate Ast Head	Ben Cooke - Associate Ast Head Liz Philpot - Gov Link	
SENCO	Community	Communication	Mathematical Literacy	6 th Form	
<p>Implementation of:</p> <p>a) SEN Policy</p> <p>b) Accessibility Plan</p> <p>c) Evacuation Policy for SEN</p> <p>d) Social Inclusion Policy</p>	<p>Implementation of:</p> <p>a) Careers IAG Policy</p> <p>b) Extra-curricular Policy</p> <p>c) Provider Access Policy</p> <p>d) Transition Policy</p> <p>e) Community Policy</p>	<p>Implementation of:</p> <p>a) Literacy Policy</p> <p>b) Reading Programme</p> <p>c) "More-able" programme (literacy, vocab & grammar)</p>	<p>Implementation of:</p> <p>a) Numeracy Policy</p> <p>b) Subject Lead - Maths</p> <p>c) Numeracy Skills Programme</p> <p>d) "More-able" programme (mathematical literacy)</p>	<p>Implementation of:</p> <p>n) Outcomes in 6th Form</p> <p>o) PSHE / SRE / SMSC in 6th Form</p> <p>p) IAG & Careers in 6th Form</p> <p>q) Extra-curricular in 6th Form</p>	