



## Headlands School Leadership Team - Roles & Responsibilities 2023-2024

SBO - Executive Headteacher	AST - Head of School	BBR - Senior Deputy Headteacher	GRO - Associate Deputy Headteacher	SHA - Director of School Business Operations
Leading Organisational Change (including Alternative Provision)	Headlands School	Student Character	Quality of Education	Schools Finances
<ul style="list-style-type: none"> <li>Substantive Headteacher of Headlands School and The ARC;</li> <li>Leadership &amp; Management of Headlands School PFI lead-out programme.</li> </ul> <p>Strategic &amp; operational leadership of:</p> <ul style="list-style-type: none"> <li>Organisational Change - exploring the development of The ARC in line with the Local Authority SEN Strategy;</li> <li>Leading the vision &amp; values of proposed "new" organisation to ensure a climate that enables every member of the community to flourish;</li> <li>Formulation of the strategic Development Plans, marketing strategies, curriculum &amp; organisational change &amp; recruitment of staff;</li> <li>Developing &amp; sustaining excellence in all areas of the education offered by mainstream school and enhanced resource school.</li> </ul>	<p>Strategic and operational leadership of:</p> <ul style="list-style-type: none"> <li>Day-2-Day running of Headlands School</li> <li>Leading the vision &amp; values of Headlands School to ensure a climate that enables every member of the school community to flourish</li> <li>Formulation of the strategic School Development Plans, marketing strategies, curriculum &amp; organisational change &amp; recruitment of staff</li> <li>Developing &amp; sustaining excellence in all areas of the education offered by Headlands School</li> <li>Whole School implementation of:               <ul style="list-style-type: none"> <li>Critical Incident Policy</li> <li>Exams Policy</li> <li>Exams Contingency Plan Policy</li> <li>6<sup>th</sup> Form Policy</li> <li>Uniform Policy</li> <li>Low Level Concerns</li> </ul> </li> </ul>	<p>Strategic leadership across Headlands School and Bridlington School in the implementation of the following policies:</p> <p>Child Protection &amp; Safeguarding Policy Behaviour for Learning Policy Positive Handling Policy Attendance Policy Exclusion Policy Equality Duty Statement Student Mental Health &amp; Wellbeing Policy</p>	<p>Accountable for the Quality of Education and Outcomes for students in Years 7 - 13 (Inc. PP and SEN).</p> <p>Whole School implementation of:</p> <p>Curriculum Policy Literacy &amp; Numeracy Policy</p>	<p>Whole School leadership &amp; management of:</p> <p>Schools Finances &amp; Business Operations</p> <p>Whole School implementation of:</p> <p>Associate Staff Appraisal Cover Policy Medical Policy Staff Dress Code Policy Smoking, Alcohol &amp; Drugs Policy (Staff) Governor Code of Conduct Policy Complaints against a School Governor Policy Freedom of Information Health &amp; Safety Policy CCTV Policy Site Security &amp; Access Policy &amp; Procedures Charging and Remissions Policy Acceptable Use Agreement Critical Incident Policy</p>
IWA - Assistant Headteacher	BCO - Assistant Head	AWO - Assistant Headteacher	TRO - Assistant Head	
SENCO	Behaviour	Teaching & Learning	Assessment, Data & Timetable	
<p>Whole School implementation of:</p> <p>SEN Policy Accessibility Plan Evacuation Policy for SEN Social Inclusion Policy Children Looked After Policy Inclusion Policy Equality Policy Children with Health Needs and not attending school Medical Policy</p>	<p>Whole School implementation of:</p> <p>Behaviour for Learning Policy Anti-Bullying Policy RSHE / PSHE / SMSC Policy Personal Development &amp; Attitudes Policy Lunchtime Absence Policy Transgender Policy Bereavement Policy Anti-Bullying, Harassment &amp; Discrimination Policy Freedom of Expression Drugs Policy Tutor Time Programme Nurture Schools Policy E-Safety Policy Offensive Weapons Student &amp; Staff Mental Health</p>	<p>Whole School implementation of:</p> <p>Teaching &amp; Learning Policy CPD Policy ECT Policy Staff Appraisal Policy Homework Policy SCITT Policy Reading Programme</p>	<p>Whole School implementation of:</p> <p>Timetable Policy Assessment Policy Intervention Data Protection / GDPR Policy Transitional Assessment &amp; Reporting Policy Appeals Against Internal Assessments Policy Privacy Notice BTEC Policy - (Quality Nominee) Controlled Assessment Policy Reporting Policy</p>	<p>Governor Key:</p> <p>Andrew Hirst      Fran Lee</p> <p>Ben Yorke</p> <p>Lisa McCall</p> <p>Geoff Hoyle</p> <p>Gary Thomas</p> <p>Gemma Moverley</p> <p>Philippa Gascoigne</p>



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DST - Associate Assistant Headteacher	AMK - Associate Assistant Headteacher	SAB - Associate Assistant Headteacher	LWO - Associate Assistant Headteacher	RFR - Associate Assistant Headteacher
Community	Pupil Premium	Enhanced Resource Provision	Attendance	Mathematical Literacy
<i>Whole School implementation of:</i> Careers IAG Policy Extra-curricular Policy Provider Access Policy Transition Policy Community Policy Student and Parent Forums Educational Visits Policy Rewards Policy	<i>Whole School Implementation of:</i> Pupil Premium Policy Whole School "More-able" Programme	<i>Strategic and operational leadership of Enhanced Resource Provision (The ARC);</i> Enhanced Resource Policy	<i>Operational implementation of:</i> Attendance Policy	Leadership & Management of Maths Subject area.  <i>Whole School implementation of:</i> Numeracy Policy Numeracy Skills Programme "More-able" Mathematical Literacy Programme