



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

### Senior Leadership Team Roles & Responsibilities 2024 - 2025 (inc. Governors)

SBO - Executive Headteacher	AST - Head of School Headlands School	BBR - Senior Deputy Headteacher	GRO - Assistant Head	SHA - Director of School Business Operations
Leading Organisational Change (including Alternative Provision)	Headlands School	Student Character	Curriculum	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><i>Strategic &amp; operational leadership of:</i></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 Headlands School and The ARC 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><i>Strategic and operational leadership of:</i></p> <ul style="list-style-type: none"> <li>Responsible for the Quality of Education and Outcomes for students Yrs. 7 - 13;</li> <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, 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>Low Level Concerns</li> </ul> </li> </ul>	<p><i>Strategic leadership across Headlands School and Bridlington School of the following policies:</i></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><i>Accountable for the Quality of Curriculum for students in Years 7 - 13 (Inc. PP and SEN).</i></p> <p><i>Whole School implementation of:</i></p> <p>Curriculum Policy Literacy &amp; Numeracy Policy</p>	<p><i>Whole School leadership &amp; management of:</i></p> <p>Schools Finances &amp; Business Operations</p> <p><i>Whole School implementation of:</i></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	



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<p><i>Whole School implementation of:</i></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><i>Whole School implementation of:</i></p> <p>Behaviour for Learning Policy          Attendance Policy          Exclusion Policy          Uniform 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 Mental Health</p>	<p><i>Whole School implementation of:</i></p> <p>Teaching &amp; Learning Policy          CPD Policy          ECT Policy          Staff Appraisal Policy          Homework Policy          SCITT Policy          Reading Programme</p>	<p><i>Whole School implementation of:</i></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><u>Governor Key:</u></p> <p><i>Andrew Hirst</i>      <i>Fran Lee</i></p> <p><i>Ben Yorke</i></p> <p><i>Lisa McCall</i></p> <p><i>Geoff Hoyle</i></p> <p><i>Gary Thomas</i></p> <p><i>Gemma Moverley</i></p> <p><i>Philippa Gascoigne</i></p>
<p><b>DST - Associate Assistant Headteacher</b></p>	<p><b>AMK - Associate Assistant Headteacher</b></p>	<p><b>SAB - Head of School The ARC</b></p>	<p><b>LWO - Associate Assistant Headteacher</b></p>	<p><b>SDE - Associate Assistant Headteacher</b></p>
<p style="text-align: center;"><b>Community</b></p>	<p style="text-align: center;"><b>Pupil Premium</b></p>	<p style="text-align: center;"><b>Enhanced Resource Provision</b></p>	<p style="text-align: center;"><b>Attendance</b></p>	<p style="text-align: center;"><b>Reading &amp; Literacy</b></p>
<p><i>Whole School implementation of:</i></p> <p>Careers IAG Policy          Extra-curricular Policy          Provider Access Policy          Transition Policy          Community Policy          Student and Parent Forums          Educational Visits Policy          Rewards Policy</p>	<p><i>Whole School Implementation of:</i></p> <p>Pupil Premium Policy          Whole School “More-able” Programme</p>	<p><i>Strategic and operational leadership of Enhanced Resource Provision (The ARC);</i></p> <p>Enhanced Resource Policy</p>	<p><i>Operational implementation of:</i></p> <p>Attendance Policy</p>	<p>Operational implementation of:</p> <p>Reading Programme          Literacy Policy</p>