



Headlands School Leadership Team - Roles & Responsibilities 2024-2025

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"> Substantive Headteacher of Headlands School and The ARC; Leadership & Management of Headlands School PFI lead-out programme. <p><i>Strategic & operational leadership of:</i></p> <ul style="list-style-type: none"> Organisational Change - exploring the development of The ARC in line with the Local Authority SEN Strategy; Leading the vision & values of Headlands School and The ARC to ensure a climate that enables every member of the community to flourish; Formulation of the strategic Development Plans, marketing strategies, curriculum & organisational change & recruitment of staff; Developing & sustaining excellence in all areas of the education offered by mainstream school and enhanced resource school. 	<p><i>Strategic and operational leadership of:</i></p> <ul style="list-style-type: none"> Responsible for the Quality of Education and Outcomes for students Yrs. 7 - 13; Day-2-Day running of Headlands School Leading the vision & values of Headlands School to ensure a climate that enables every member of the school community to flourish; Formulation of the strategic School Development Plans, curriculum & organisational change & recruitment of staff; Developing & sustaining excellence in all areas of the education offered by Headlands School Whole School implementation of: <ul style="list-style-type: none"> Critical Incident Policy Exams Policy Exams Contingency Plan Policy 6th Form Policy Low Level Concerns 	<p><i>Strategic leadership across Headlands School and Bridlington School of the following policies:</i></p> <p>Child Protection & Safeguarding Policy Behaviour for Learning Policy Positive Handling Policy Attendance Policy Exclusion Policy Equality Duty Statement Student Mental Health & 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 & Numeracy Policy</p>	<p><i>Whole School leadership & management of:</i></p> <p>Schools Finances & 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 & Drugs Policy (Staff) Governor Code of Conduct Policy Complaints against a School Governor Policy Freedom of Information Health & Safety Policy CCTV Policy Site Security & Access Policy & 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	



Headlands School Leadership Team - Roles & Responsibilities 2024-2025

<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 & Attitudes Policy Lunchtime Absence Policy Transgender Policy Bereavement Policy Anti-Bullying, Harassment & 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 & 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 & Reporting Policy Appeals Against Internal Assessments Policy Privacy Notice BTEC Policy - (Quality Nominee) Controlled Assessment Policy Reporting Policy</p>	<p>Governor Key:</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>
DST - Associate Assistant Headteacher	AMK - Associate Assistant Headteacher	SAB - Head of School The ARC	LWO - Associate Assistant Headteacher	SDE - Associate Assistant Headteacher
Community	Pupil Premium	Enhanced Resource Provision	Attendance	Reading & Literacy
<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>