



## 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"> <li>● <i>Substantive Headteacher of Headlands School and The ARC;</i></li> <li>● <i>Leadership &amp; Management of Headlands School PFI lead-out programme.</i></li> </ul> <p><i>Strategic &amp; operational leadership of:</i></p> <ul style="list-style-type: none"> <li>● Organizational 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>



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IWA - Assistant Headteacher	BCO - Assistant Head	AWO - Assistant Headteacher	TRO - Assistant Head	
SENCO	Behaviour	Teaching & Learning	Assessment, Data & Timetable	
<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>
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>