



Headlands School Leadership Team - Roles & Responsibilities 2024-2025

SBO - Executive Headteacher	AST - Head of School - Headlands	SAB - Head of School - ARC	AWO - Associate DHT	BCO - Associate DHT
Leading Organisational Change (including Alternative Provision)	Mainstream Provision	Enhanced Resource Provision	Quality of Education	Quality of Care
- Substantive Headteacher of Headlands School and The ARC; - Leadership & Management of Headlands School PFI lead-out programme. <i>Strategic leadership of:</i> -Child Protection & Safeguarding Policy -Equality Duty Statement -Organisational Change - exploring the development of The ARC in line with the Local Authority SEN Strategy; -Leading the vision & values of proposed “new” organisation 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. - Specifically Whole School implementation of: - Critical Incident Policy - Freedom of Information	<i>Operational leadership of:</i> - Day-2-Day running of Headlands School - Accountable for the Quality of Education and Outcomes for students in Years 7 - 13 (mainstream). - 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, marketing strategies, curriculum & recruitment of staff. - Developing & sustaining excellence in all areas of the education offered by Headlands School - Specifically Whole School implementation of: - Exams Policy - Exams Contingency Plan Policy - 6th Form Policy - Uniform Policy - Low Level Concerns	<i>Operational leadership of Enhanced Resource Provision (ARC);</i> - Day-2-Day running of ERP - ARCI - Accountable for the Quality of Education and Outcomes for students in Years 7 - 11 (ARC). - Leading the vision & values of The ARC to ensure a climate that enables every member of the school community to flourish. - Formulation of the strategic ARC Development Plans, marketing strategies, curriculum & recruitment of staff. - Developing & sustaining excellence in all areas of the education offered by The ARC. - Specifically implementation of: - Enhanced Resource Policy	<i>Whole School implementation of:</i> Teaching & Learning Policy CPD Policy ECT Policy Staff Appraisal Policy Homework Policy SCITT Policy <i>Strategic Overview of:</i> Quality of Education standards KS3 - KS5, including SEN and Pupil Premium	<i>Whole School implementation of:</i> Behaviour for Learning Policy Attendance Policy Exclusion Policy Student Mental Health & Wellbeing 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 Positive Handling Policy <i>Strategic Overview of:</i> Quality of Care standards whole school
TRO - Assistant Head	GRO - Assistant Head	IWA - Assistant Headteacher	SHA - Director of School Business Operations	HKE - Asst. Director of School Business Operations



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Assessment, Data & Timetable	Curriculum	SENCO	Schools Finances, PFI, Business Operations	HR, Governance, Event Management
<i>Whole School implementation of:</i> 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	<i>Whole School implementation of:</i> Curriculum Policy Numeracy Policy	<i>Whole School implementation of:</i> 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	<i>Whole School leadership & management of:</i> Schools Finances & Business Operations <i>Whole School implementation of:</i> Health & Safety Policy CCTV Policy Site Security & Access Policy & Procedures Charging and Remissions Policy Acceptable Use Agreement Critical Incident Policy	<i>Whole school leadership & management of:</i> HR, Governance, Event Management <i>Whole school implementation of:</i> Associate Staff Appraisal Cover Policy Staff Dress Code Policy Smoking, Alcohol & Drugs Policy (Staff) Governor Code of Conduct Policy Complaints against a School Governor Policy
DST - Associate Assistant Headteacher	AMK - Associate Assistant Headteacher	SDE - Associate Assistant Headteacher	SHA - Associate Assistant Headteacher	
Community	Pupil Premium	Reading & Literacy	6th Form	
<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>Operational implementation of:</i> Reading Programme Literacy Policy	<i>Operational Implementation of:</i> 6th Form Code of Conduct 6th Form Assessment Policy	

Governor Key:

Gary Thomas

Lisa McCall

Geoff Hoyle

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