



## Headlands School Leadership Team - Roles & Responsibilities 2025-2026

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
<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 leadership of:</p> <ul style="list-style-type: none"> <li>-Child Protection &amp; Safeguarding Policy</li> <li>-Equality Duty Statement</li> <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> <ul style="list-style-type: none"> <li>Specifically Whole School implementation of:               <ul style="list-style-type: none"> <li>- Critical Incident Policy</li> <li>- Freedom of Information</li> </ul> </li> </ul>	<p>Operational leadership of:</p> <ul style="list-style-type: none"> <li>Day-2-Day running of Headlands School</li> <li>Accountable for the Quality of Education and Outcomes for students in Years 7 - 13 (mainstream).</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; recruitment of staff.</li> <li>Developing &amp; sustaining excellence in all areas of the education offered by Headlands School</li> <li>Specifically Whole School implementation of:               <ul style="list-style-type: none"> <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>Operational leadership of Enhanced Resource Provision (ARC);</p> <ul style="list-style-type: none"> <li>Day-2-Day running of ERP - ARCL</li> <li>Accountable for the Quality of Education and Outcomes for students in Years 7 - 11 (ARC).</li> <li>Leading the vision &amp; values of The ARC to ensure a climate that enables every member of the school community to flourish.</li> <li>Formulation of the strategic ARC Development Plans, marketing strategies, curriculum &amp; recruitment of staff.</li> <li>Developing &amp; sustaining excellence in all areas of the education offered by The ARC.</li> <li>Specifically implementation of:               <ul style="list-style-type: none"> <li>- Enhanced Resource Policy</li> </ul> </li> </ul>	<p>Whole School implementation of:</p> <p>Teaching &amp; Learning Policy CPD Policy ECT Policy Staff Appraisal Policy Homework Policy SCITT Policy</p> <p>Strategic Overview of:</p> <ul style="list-style-type: none"> <li>Quality of Education standards KS3 - KS5, including SEN and Pupil Premium</li> </ul>	<p>Whole School implementation of:</p> <p>Behaviour for Learning Policy Attendance Policy Exclusion Policy Student Mental Health &amp; Wellbeing 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 Positive Handling Policy</p> <p>Strategic Overview of:</p> <ul style="list-style-type: none"> <li>Quality of Care standards whole school</li> </ul>
TRO - Assistant Head	GRO - Assistant Head	IWA - Assistant Headteacher	SHA - Director of School Business Operations	HKE - Asst. Director of School Business Operations
Assessment, Data & Timetable	Curriculum, Leadership and Governance	SENCO	Schools Finances, PFI, Business Operations	HR, Governance, Event Management



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<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 &amp; 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 &amp; 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
<b>DST - Associate Assistant Headteacher</b>	<b>AMK - Associate Assistant Headteacher</b>	<b>SDE - Associate Assistant Headteacher</b>	<b>SHA - Associate Assistant Headteacher</b>	
<b>Community</b>	<b>Pupil Premium</b>	<b>Reading &amp; Literacy</b>	<b>6th Form</b>	
<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*

*Phillipa Gascoigne*