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**

● *Substantive Headteacher of Headlands School and The ARC;*
● *Leadership & Management of Headlands School PFI lead-out programme.*
 	
Strategic leadership of:
-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
	Operational leadership of:
	
	● 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
		Operational leadership of Enhanced Resource Provision (ARC);
		
		● Day-2-Day running of ERP - ARCl
		● 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
			Whole School implementation of:
			
			Teaching & Learning Policy
			CPD Policy
			ECT Policy
			Staff Appraisal Policy
			Homework Policy
			SCITT Policy
			
			Strategic Overview of:
			● Quality of Education standards KS3 - KS5, including SEN and Pupil Premium
				Whole School implementation of:
				
				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
				
				Strategic Overview of:
				● 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**
Assessment, Data & Timetable	**Curriculum, Leadership and Governance**	**SENCO**	**Schools Finances, PFI, Business Operations**	**HR, Governance, Event Management**

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Whole School implementation of:	Whole School implementation of:	Whole School implementation of:	Whole School leadership & management of: Schools Finances & Business Operations	Whole school leadership & management of: HR, Governance, Event Management
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	Monitoring & Evaluation of Strategic Plans Monitoring & Evaluation of Strategic Policies Website Compliance Curriculum Policy Numeracy Policy	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	*Whole School implementation of*: Health & Safety Policy CCTV Policy Site Security & Access Policy & Procedures Charging and Remissions Policy Acceptable Use Agreement Critical Incident Policy	*Whole school implementation of:* 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**	
Whole School implementation of: Careers IAG Policy Extra-curricular Policy Provider Access Policy Transition Policy Community Policy Student and Parent Forums Educational Visits Policy Rewards Policy	*Whole School Implementation of:* Pupil Premium Policy Whole School "More-able" Programme	*Operational implementation of:* Reading Programme Literacy Policy	*Operational Implementation of:* 6th Form Code of Conduct 6th Form Assessment Policy	

Governor Key:

Gary Thomas

Lisa McCall

Geoff Hoyle

Phillipa Gascoigne