Headlands School Leadership Team – Roles & Responsibilities 2026-2027

SBO – Executive Headteacher	AST – Head of School - Headlands	SAB – Head of School - ARC	AWO – Deputy Head	BCO – Deputy Head
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 **Governor Link - Mrs P Gasgoigne**	*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 **Governor Link - Mrs McCall**	*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 **Governor Link - Mr G Thomas**	*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

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TRO – Assistant Head	GRO – Assistant Head	IWA – Assistant Headteacher	SHA – Director of School Business Operations	HKE – Asst. Director of School Business Operations
Timetable, Assessment & Attendance	**Leadership & Governance**	**SENCO**	**Schools Finances, PFI, Business Operations**	**HR, Governance, Event Management**
Whole School implementation of: 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	*Whole School implementation of:* Monitoring & Evaluation of Strategic Plans Monitoring & Evaluation of Strategic Policies Website Compliance Curriculum Policy Numeracy Policy	*Whole School implementation of*: 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 leadership & management of*: Schools Finances & Business Operations *Whole School implementation of*: Health & Safety Policy CCTV Policy Site Security & Access Policy & Procedures Charging and Remissions Policy Acceptable Use Agreement Critical Incident Policy **Governor Link - Mrs McCall**	*Whole school leadership & management of*: HR, Governance, Event Management *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 **Governor Link - Mrs K Tate**
DST – Associate Assistant Headteacher	**AMK – Associate Assistant Headteacher**	**SDE – Associate Assistant Headteacher**	**SHA – Associate Assistant Headteacher**	**WAN – Associate Assistant Headteacher**
Community	**Pupil Premium**	**Reading & Literacy**	**6th Form**	**Digital Systems**
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 **Governor Link - Mr B Yorke**	*Whole School Implementation of:* Pupil Premium Policy Whole School "More-able" Programme **Governor Link - Mr G Thomas**	*Operational implementation of*: Reading Programme Literacy Policy	*Operational Implementation of:* 6th Form Code of Conduct 6th Form Assessment Policy	Operational Implementation of: Digital infrastructure Digital management information systems **Governor Link - Mr B Yorke**