

THE
WHITBY
HIGH SCHOOL



Senior Leadership Team
Roles and
Responsibilities

2018-2019



AIMS

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

PREPARE for adult life in a happy, caring and purposeful environment

ACHIEVE their full potential regardless of individual need

CCARE for everyone and encourage respect and tolerance

ENJOY education and rejoice in success



Headteacher

Mr B Heeley

Strategic Leadership

Legal documentation

Finance

Safeguarding

Primary Liaison

Ofsted Lead

SEF/SIP Lead

Governors

School Improvement Partnership (SIP)

Line Management of:

- Mr E Barford
- Mr S Gray

- Miss L Hewitt
- Mr M Entwistle
- Mrs H Hill
- Mr D McGrath
- Mrs S Handley
- Mrs D Fields
- Mrs L Begbie

Associate Members of SLT

Mrs A Anthony (SCL Mathematics)

Mr J Davies (SCL Learning Support)

Mr D Walton (SCL English)

Deputy Headteacher – Overview of Progress within Core Subjects

Mr E Barford

Development of Learning and Teaching
SEF and SDP
Staff appointments

Exams Overview
Data Analysis and dissemination (RB)
LA Targets
School Targets
Timetable
Options (KS4 & KS5)
Internal Monitoring and Assessment (R Barlow)
Monitoring Day, Parents Evening and Reporting to Parents (R Barlow)
Line Management of SCLs
Manage Examinations/Data (AC/RB)
Overview of Pupil Premium (D McGrath)

Student Learning and Wellbeing Committee – Curriculum

Line Management of:

- L Begbie (Teaching and Learning, CPD, Sixth Form)
 - Mr M Entwistle (SSR)
 - Mr D McGrath (RSL Leader)
 - Mr R Barlow (Data)
 - Mrs A Crute (Exams)
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- English
 - Maths
 - Science

Line managed by Mr B Heeley

Deputy Headteacher – Overview of Pastoral Progress and Student Wellbeing

Mr S Gray

Development of Learning and Teaching
SEF and SDP

Safeguarding Lead

Pastoral 11 – 18 (including rewards and sanctions)

Child Protection

Designated Safeguarding Lead

Rewards and Sanctions

Exclusions

Behaviour

CLA (H Hill)

Pastoral Teams (Heads of House) – Focus – Role of Form Tutor

Attendance

TAF Lead oversight/Strategic Lead

Line Management for Learning Mentor, Inclusion Centre, Study Support Centre

Line Management of House Progress Managers

Line Management of SENCo & Learning Support Dept

Buildings and Facilities

New Intake (H Hill)

Overview of ICT infrastructure

Student Learning and Wellbeing Committee – Pastoral

Line Management of:

- Miss L Hewitt
- Mrs H Hill

- EWO
- Inclusion
- Learning Support
- MFL
- Pastoral structure review/redevelopment

Line managed by Mr B Heeley

Assistant Headteacher – Trainees, Careers and International Links

Miss L Hewitt

Development of Learning and Teaching
SEF and SDP

Overview of School Direct and The Port Alliance (H Speed)

Overview of MMU PGCE involvement (H Speed)

NQT/RQT Mentoring

Staff Information Packs

International Links and Partner Schools

Oversight of Open and Presentation Evening

Career Lead/Investors in Careers (A Connor)

Investors in People

Work Experience (A Connor)

Appeals (H Hill)

Primary School Liaison

Duty Rotas

Child Protection Officer

Line Management of:

- Miss H Speed
- Miss A Connor

- Windsor House
- PSHCE (V Gray)

Line managed by Mr S Gray

Assistant Headteacher – Student Support and Teachers Development

Mrs H Hill

Development of Teaching and Learning
SEF and SDP

Lead on Teaching Staff Appraisal (Blue Sky Appraisal Co-ordinator)

Lead on CLA/Traveller provision

Admissions/New Intake – In-year Transfers

Assistant Lead on Safeguarding

Student Leadership (R Morgan)

Student Voice Overview (R Morgan)

CPOMS

Child Protection Officer

Line Management of:

- R Morgan (Student Voice)
- Hanover House
- Tudor House

Line managed by Mr S Gray

Assistant Headteacher – Post 16, Teaching & Learning and CPD

Mrs L Begbie

Development of Learning and Teaching
SEF and SDP

Lead of Sixth Form
Community Links (Development and Sustainability)
Whole School Literacy & Numeracy
CPD Lead
Teaching and Learning Lead
EFA Funding
KS5 Progress

Line Management of:

- Sixth Form Tutors
- PE

Line managed by Mr Barford

Assistant Headteacher – Standards and Intervention

Mr D McGrath

Development of Teaching and Learning
SEF and SDP

Raising Standards Leader for KS3/4
Whole School Intervention
Academic Mentoring
Intervention Overview and impact
PIXL Strategic Development and Deployment
Pupil Premium and Vulnerable Groups
Admission Appeals
Data Protection Officer (RA and CWAC)

Line Management of:

- York
- Technology
- Year 11 SLT Link

Line managed by Mr E Barford

Assistant Headteacher – School Improvement and Alternative Study

Mr M Entwistle

Development of Learning and Teaching
SEF and SDP

School Self Evaluation Lead including

- Departmental inspections
- Learning walks
- Work scrutiny
- Known Absence Overview

Blue Sky Lead

Oversight of Vocational Education

Leading Free Alternative Provision School initiative

Oversight of Alternative Provision

Lead on Staff Coaching and Support Programme

Line Management of:

- BTEC Subject Leads
- Heads of Department Meetings
- Stuart House
- ICT/Business and Enterprise
- Humanities

Line managed by Mr E Barford

School Business Manager

Mrs S Handley

Development of Learning and Teaching
SEF and SDP

Bids and securing outside funding

Human Resources

Buildings

Health and Safety

Fire Marshall

Transport

Lettings Contracts and New Business

Staff Attendance and R2W

Support staff CPD

Support staff appraisal (Blue Sky Support Staff Appraisal Co-ordinator)

Safeguarding and SCR

Manage Financial Operations (MM)

Manage work of administration and support staff (KA)

Line Management of:

- Mrs M Morrison
- Mr B Arathoon
- Miss K Andersen
- Mr N Cooke

Line managed by Mr B Heeley

Associate Members

Mrs A Anthony – Calendar

Mr J Davies – Junior High

Mr D Walton – Induction for Teaching and Support Staff
Line management of Visual & Performing Arts