

JMHS Extended Senior Leadership Team – Roles and Responsibilities 2022-23

Senior Leadership Team		
Headteacher	Deputy Headteacher	School Business Manager
<p>Strategic Leadership of JMHS</p> <ul style="list-style-type: none"> School Development Plan Budget and strategic planning Capital Development Plan Curriculum Assessment and Teaching policy Quality of Education – review and evaluate Maximising progress of disadvantaged students Appraisal system <p>Line Management Deputy Headteacher 3 x Assistant Headteachers (LL, ALW & PMH) Faculty Leaders for mathematics, science & PE Finance Officer Teaching Lead</p> <p>Red Cover/On Call reserve x 5 Break & Lunch duty - Y7 zone After school duty - Crossing</p>	<p>Ensure effective & efficient functioning of JMHS</p> <ul style="list-style-type: none"> Review policy and procedure in the case of a significant learning event as directed by Headteacher or Chair of Governors Support School Business Manager to ensure compliance with requirements of running JMHS Ensure staff training is focused on key areas of the SDP and that Life at JMHS is updated regularly as the key document for working at JMHS Co-ordinate systems to ensure JMHS functions effectively and efficiently e.g. ESLT duty deployment, On Call strategy and Red Cover strategy <p>Serious incident resolution</p> <ul style="list-style-type: none"> Investigate and produce report for any Stage 2 complaint. Represent JMHS for any Stage 3 complaint. Support any relevant HR requirements <p>Oversee staff welfare and recruitment.</p> <ul style="list-style-type: none"> Review new or updated policies to ensure that staff welfare is considered. Research best practice to further improve staff welfare Act as functional link to wellbeing governor. Ensure relevant material and support is provided to new teachers. Review and implement recruitment strategies 	<p>Ensure Health and Safety compliance and safe JMHS site</p> <ul style="list-style-type: none"> Meet with Governor responsible for Health and Safety on a half termly basis and attend Health and Safety governor committee Liaise with relevant and appropriate external HR advisors to ensure JMHS compliance Ensure JMHS site risk assessment is completed in a timely manner and contributes to site safety. Respond to, and resolve any health and safety enquiries or concerns that are raised Conduct regular site walks and liaise with JMHS site staff to ensure pro-active health and safety management <p>Ensure contractors are safely working on JMHS site</p> <ul style="list-style-type: none"> Ensure contractors have relevant checks Ensure JMHS visitor protocol is Respond to and resolve any concerns or complaints related to contractors <p>Communication, marketing and JMHS Social Media presence</p> <ul style="list-style-type: none"> Ensure that JMHS develops online presence to effectively market JMHS whilst avoiding potential risks

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	<p>Partnership Working</p> <ul style="list-style-type: none"> Develop partnerships to improve all aspects of our work at JMHS Represent JMHS at Cluster Meetings <p>Develop and implement our whole school reading strategy</p> <ul style="list-style-type: none"> Research best practice from other schools Promote and monitor use of GASE in lessons outside of English Ensure reading coordinator is supported to implement an excellent JMHS reading strategy and provision <p>Deputise for the Headteacher, advise the headteacher on all aspects of running the school and take over specific aspects of the Headteacher's role to enable the Headteacher to be more effective</p> <p>Line Management School Business Manager 1 x Assistant Headteacher (MH) English Faculty Leader Performing Arts Faculty Leader Subject Leaders for History, Geography, and RE</p> <p>Red Cover/ On Call reserve x 5 Break & Lunch duty - Y8 zone After school duty - South End</p>	<ul style="list-style-type: none"> Ensure that communication to JMHS through administration email is swiftly and effectively processed and resolved Research alternative ways to effectively publicise JMHS in the local community and beyond <p>JM Sport and lettings</p> <ul style="list-style-type: none"> Ensure Staff deployment meets needs of JM Sport Develop opportunities to grow JM Sport and increase revenue gained Ensure lettings policy supports safe and effective running of JMHS and increases revenue Ensure that JM Sport and lettings minimise risk and maximise opportunity for JMHS <p>GDPR and Data Protection Lead</p> <ul style="list-style-type: none"> Liaise with relevant agencies and bodies to ensure GDPR compliance Ensure any breaches are reported in a timely and thorough manner Review policy and practice for staff to ensure GDPR awareness and training is effective <p>Support staff structure and team</p> <ul style="list-style-type: none"> Ensure support staff are well supported in their roles

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		<ul style="list-style-type: none"> Conduct reviews of support staff deployment and enact recommendations Ensure support staff voice is key part of JMHS decision making <p>EVC</p> <ul style="list-style-type: none"> Ensure that processing of trip requests is timely and compliant Raise any concerns with trip leaders and support staff completing Evolve forms <p>Line Management Site Team Exams Office Data Office First Aid Co-ordinator HR manager JM Sport Manager</p>

Senior Leadership Team - Assistant Headteachers

Andy Williams	Peter Hammond	Mark Hawsworth	Lana Laidler
<p>Safeguarding</p> <ul style="list-style-type: none"> Designated Safeguarding Lead Update and implementing our Safeguarding Policy Safeguarding, Prevent and child protection training for staff and stakeholders Implementing Keeping Children Safe in Education at JMHS Effective use of My Concern 	<p>Progress Leader for Y11</p> <ul style="list-style-type: none"> Ensure students attend well & work hard in Y11 Promote effective learning and revision for students in Y10 & Y11 Monitor learning in class, test results and GCSE predicted grades of groups of students in subjects Communicate issues to relevant line manager 	<p>Operational Leadership of the Sixth Form</p> <ul style="list-style-type: none"> Implement a high-quality SMSC curriculum for Y12 & Y13 Ensure students attend well & work hard in Y12 & Y13 Promote effective learning and revision for students in Y12 & Y13 Monitor learning in class, test results and A-Level predicted grades of groups of students in subjects 	<p>Strategic Leadership for the Sixth Form</p> <ul style="list-style-type: none"> Design a high quality Sixth Form curriculum including SMSC from September 2023 Plan longer term Sixth Form strategy including all decisions relating to the Sixth Form from September 2023 and beyond Develop the Sixth Form transition programme

Senior Leadership Team - Assistant Headteachers			
Andy Williams	Peter Hammond	Mark Hawksworth	Lana Laidler
<ul style="list-style-type: none"> Ensure we deal effectively with Peer on Peer Abuse and put appropriate safety plans in place Prevent bullying <p>Equalities</p> <ul style="list-style-type: none"> Ensure effective policy Develop teaching about equalities in the curriculum Staff and stakeholder awareness Ensure incidents are dealt with <p>Line management</p> <ul style="list-style-type: none"> 3 x Senior Year Leaders SENDCO Behaviour Lead Support DLAC & Mental Health Lead line managing this aspect of their roles <p>On Call/ BRR x 5 Break & Lunch duty - Y10 zone After school duty - Bus Park</p>	<ul style="list-style-type: none"> Manage mock exams and preparation for GCSE exams Work with parents to help support students prepare for their GCSE exams <p>Assessment</p> <ul style="list-style-type: none"> Lead training on formative assessment in lessons Ensure effective use of formative assessment and summative cumulative tests Develop data analysis tools for test results and training on how to use these Develop and implement our new system for progress checks and careers Use analysis of test results to identify where disadvantaged students are underachieving and clearly communicate this to curriculum leaders, year leaders & SLT <p>Line management</p> <ul style="list-style-type: none"> Subject Leaders for Design Technology, Art, PHSE and Careers IT manager Data Officer <p>Red Cover x 4 Break & Lunch duty - Y9 Zone After school duty - Mabel's Furlong</p>	<ul style="list-style-type: none"> Communicate issues to relevant line manager Lead sixth form recruitment events Support Year Leaders in working with some of the hardest to reach students in Y12 & Y13 Ensure appropriate support for students UCAS/job/apprenticeship applications, and work experience Ensure systems including mock exams, student leadership, tutoring & support for students who fall behind work well <p>Early Careers Framework</p> <ul style="list-style-type: none"> Develop a high-quality training programme for Early Careers teachers Ensure an effective mentoring programme <p>Line management</p> <ul style="list-style-type: none"> Sixth Form Leadership Team Subject Leader for Psychology ITT Co-ordinator <p>Red Cover x 4 Break & Lunch - Y11 zone After school duty- Bus Park</p>	<ul style="list-style-type: none"> Visit successful sixth forms to understand best practice <p>Curriculum planning & design Y7-Y13</p> <ul style="list-style-type: none"> Plan curriculum structure Write the school timetable Plan teaching staff deployment Lead staff training on effective curriculum design Develop a longer-term plan for annual timetable completion including staff training and an action plan for organisation of the process and in year changes <p>Line management</p> <ul style="list-style-type: none"> Languages and Vocational Faculties <p>Red Cover x 4 Break & Lunch - Community Lounge/ reserve After school duty - Bus Park</p>

Extended Senior Leadership Team

Karen Barker	Adem Osbourn	Chloe Limbrick	Dean Wyatt
<p>SEND</p> <ul style="list-style-type: none"> Ensuring effective teaching of SEND students Ensuring EHCPs are enacted so students achieve targets Allocate resources for SEND Students Ensure all legal SEND requirements are met Identify students who are significantly behind with reading, English and maths and work with the SEND Department & the English and maths faculties to plan implement interventions to help these students remember more, understand better & catch up <p>Line management SEND Team</p> <p>Red Cover/ On Call reserve x 2 Break & Lunch duty - Community Lounge/reserve</p> <p>After school duty - Bus Park</p>	<p>Teaching</p> <ul style="list-style-type: none"> Develop the knowledge of Curriculum Leaders on effective and ineffective teaching and assessment and help them to monitor and support improvement in the curriculum, assessment and teaching in their subjects Lead whole staff training on effective and ineffective teaching and assessment Coach/mentor two staff each term to help them improve their teaching skills Advise the SLT on improving the quality of the curriculum, assessment and teaching and the CAT policy <p>Line management 3 x science colleagues</p> <p>Red Cover/On Call reserve x 2</p>	<p>Behaviour</p> <ul style="list-style-type: none"> Develop consistent approaches to improving punctuality, behaviour, and ethos across JMHS Lead whole staff training on effective and ineffective behaviour management Coach/mentor two teachers per term to help them improve their behaviour management skills Advise the SLT on improving the Behaviour policy and its implementation <p>Year Leader - Year 8</p> <p>Line management 1 x Year Leader Behaviour Recovery Officer</p> <p>On call / BRR x 5 Break & Lunch duty - Y8 zone</p>	<p>Primary School Transition</p> <ul style="list-style-type: none"> Develop strategy to maximise recruitment and ensure students are well supported to make a strong start at JMHS Liaise and work with primary schools to ensure effective transition Lead events including open evening, tours and Y5 & Y6 days and evenings <p>Attendance</p> <ul style="list-style-type: none"> Develop & improve procedures to maximise attendance especially for disadvantaged students Ensuring processes are enacted consistently Analysis of attendance data to inform intervention and improvements Supporting Year Leaders and form tutors to ensure consistent and supportive attendance interventions <p>Year Leader - Y10</p> <p>Line management Student Support Assistants</p> <p>On call/BRR x 5 Break & Lunch duty – Y10 zone After school duty - Mabel's Furlong</p>

