



SLT Roles and Responsibilities ~ September 2021 - August 2022

	Principal	Vice Principal	Vice Principal	Director of Sixth Form	Assistant Vice Principal	Assistant Vice Principal (Acting 09/19-08/21)	Assistant Vice Principal
		Standards and Inclusion	Curriculum, Teaching, Learning & Assessment	Strategic Lead of Sixth Form	Standards and Inclusion	Teaching, Learning & Assessment	Head of Sixth Form
	Darren Luckhurst	SMo	VP VAC	JAr	DBa	ALu	LBr
Year	-	9	8	10	7	11	12/13
Main Responsibilities	<ul style="list-style-type: none"> • Ethos and vision • QA T&L • SEF • DSIP • Teaching Staff Appraisal / PM • Academy Budget • Relationship with LA • Ofsted • Staff/ School Policy • Exclusions • School target setting & review • Staff Recruitment • Staff Retention • Overall Attainment • Governors • MAT • SCR 	<ul style="list-style-type: none"> • QA T&L • Designated Senior Lead (CP) • Safeguarding • Attendance • Admissions & Appeals • Behaviour for Learning • Inclusion • In-year Admissions • Staff Welfare • Diary • Calendar • Exclusions (Fixed Term) • Open Evening - NGi • Prize-giving Eve • VP Awards • External Agencies • Education Visits • Y11 Leavers Ball <ul style="list-style-type: none"> ◦ Year 11 YAL ◦ Year 11 PM 	<ul style="list-style-type: none"> • QA T&L • Curriculum • Timetable • Teaching Staff Appraisal / PM • PMR Coaching Plans • Assessment / DPR • Options • Pathways Evening • School Self Evaluation • INSET / CPD / Twilights / CPD Library • SUMO School • Sponsor Funding <ul style="list-style-type: none"> ◦ Monitoring & Impact • School website • Termly Newsletter • VP Awards • Teacher Recruitment • Staff Handbook • Bespoke Exercise Books 	<ul style="list-style-type: none"> • QA T&L • Sixth Form <ul style="list-style-type: none"> ◦ Recruitment - L ◦ Attendance ◦ Options ◦ KS5 Self Evaluation ◦ KS5 Ofsted ◦ Assessment, Reports, Exams & Data ◦ Student Voice ◦ Behaviour for Learning ◦ Admissions • Cover <ul style="list-style-type: none"> ◦ Daily check ◦ Cover Supervisors • Frog 	<ul style="list-style-type: none"> • QA T&L • Deputy Designated Senior Lead (CP) • LAC ePEPs • KS2 Transition • New Intake Evening • Parents Evenings • Prefects • Weekly / whole school Rewards • In-Year Admissions (back-up) • Pupil Premium <ul style="list-style-type: none"> ◦ Budget ◦ Interventions / projects overview ◦ Annual Report • Duty Rotas <ul style="list-style-type: none"> ◦ Lunch, break, detentions etc. • Standards in form time • Detentions • Reflection Room • Assemblies 	<ul style="list-style-type: none"> • QA T&L • T&L QA Systems <ul style="list-style-type: none"> ◦ QA Days ◦ Learning Walks ◦ Work Scrutiny ◦ Pupil Progress • External Exams • Achievement tracking <ul style="list-style-type: none"> ◦ Liaison with HOA ◦ Internal exams ◦ DPR ◦ Year 11 Revision Plan • Teaching and Learning Newsletter • House System • Mables inc. The Brilliant Club (YALs) • Growth Mindset 	<ul style="list-style-type: none"> • QA T&L • Sixth Form <ul style="list-style-type: none"> ◦ Recruitment – links with feeder schools etc. ◦ Induction ◦ UCAS ◦ Guru lectures ◦ Enrichment / Visits / Uni Visits ◦ Leavers' Ball ◦ School Leavers Programme (Alumni) ◦ JLT Liaison • Drapers' Company & QMUL – Realising Opportunities • Whole School Careers / Work Related Learning Y7-13 • Cultural Capital, Employability & Professionalism • Year 11 Transition



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	Darren Luckhurst	SMo	VP VAC	JAr	DBa	ALu	LBr
Year	-	9	8	10	7	11	12/13
Direct Line Management	<ul style="list-style-type: none"> • ELT JAr, SMO & VP VAC • Principal's PA – SLu • Office Manager - ABu 	<ul style="list-style-type: none"> • AVP – DBa • Heads of Faculty: <ul style="list-style-type: none"> ◦ Maths and Business – NPe ◦ English – FHa • Partnerships Manager - NMa <ul style="list-style-type: none"> ◦ Alternative Provision ◦ LA Links etc. • Library <ul style="list-style-type: none"> ◦ DGr • Home School Support <ul style="list-style-type: none"> ◦ SNe • PA SLT – LRe • Youth Travel Ambassador - CWi 	<ul style="list-style-type: none"> • AVP - ALu • Heads of Faculty <ul style="list-style-type: none"> ◦ Humanities - LLi • Lead Practitioners <ul style="list-style-type: none"> ◦ Prof. Tutor - RDa ◦ Barriers - RZa • PSHE/Citizenship/RS E/SMSC – BDo 	<ul style="list-style-type: none"> • HoSF - LBr • SENCO – NSt <ul style="list-style-type: none"> ◦ The Oak Centre ◦ EAL • Head of Faculty <ul style="list-style-type: none"> ◦ Science – PFO / APa • Independent Learning (Frog) – DSt / LLi 	<ul style="list-style-type: none"> • Senior Pastoral Manager • Heads of Faculty <ul style="list-style-type: none"> ◦ PE – MSt ◦ Creative Arts – CMu / EPa 	<ul style="list-style-type: none"> • Head of Faculty <ul style="list-style-type: none"> ◦ MFL – KBu • Head of Achievement & DPR- ECh • Heads of House <ul style="list-style-type: none"> ◦ Einstein - SRi ◦ Fermat - CWi ◦ Franklin - MSi ◦ Da Vinci – ALd • Exams Officer – TCo • DofE - VAC 	<ul style="list-style-type: none"> • Sixth Form Tutors • Careers – NMa • Whole School Enrichment - VAC • Head of Faculty <ul style="list-style-type: none"> ◦ Technology – GBa
Meeting Responsibility	<ul style="list-style-type: none"> • Monday briefing • SLT • ELT • LGB • ATF • MAT • HLP 	<ul style="list-style-type: none"> • Behaviour • Staff meetings • IYFAP • BAP 	<ul style="list-style-type: none"> • Learning Leaders' Forum • INSET Days • Twilights • CPD Sessions 	<ul style="list-style-type: none"> • 6th Form Achievement Meetings 	<ul style="list-style-type: none"> • PMs • Panel • Year Teams • Locality 	<ul style="list-style-type: none"> • T&L Briefings • Achievement Meetings 	<ul style="list-style-type: none"> • 6th Form Tutors
SLT Duties	8.10-8.40am - Front of school 8.40 – 9.00am - Assembly or monitoring tutor time Break & lunch as per rota 3.00 – 3.30pm - Bus stop supervision			Meetings Monday 3.30 – 5.30 – SLT Strategy Wednesday Period 3 – SLT Operational Friday Period 2 - ELT		Lesson Changeovers / end of break & lunch When appropriate, supervision around own office area focussing on improving punctuality and swift lesson starts	