

**South Wilts Grammar School for Girls
SLT AND RESPONSIBILITIES 2017-18**

	HEADTEACHER Michele Chilcott	DEPUTY HEAD Staff development Teaching and Learning Pastoral Amanda Smith	ASSISTANT HEAD Teaching and Learning Pastoral Dan Bishop	ASSISTANT HEAD Student data Tracking and Reporting Stephen Jones	ASSISTANT HEAD Curriculum Amy McGuinness	BUSINESS MANAGER Hilary Angel
Teaching	8/40 Geography / PSHE and General Studies	12/40 Science / PSHE / EPQ	20/40 History / PSHE / EPQ / RE	20/40 Maths / PSHE / General Studies / EPQ	20/40 Music / Drama / PSHE/ General Studies/ EPQ	Not applicable
Leadership roles	Senior Staff: individual and task group direction; School Improvement planning / SEF; Whole school monitoring, review, evaluation; Department Review Head of Department organisation Staff voice Parent questionnaires	Deputising for Headteacher (1) SENCO DSL Designated Senior Lead (DSL) Strategic overview for KS3 & 4	New staff induction Strategic overview for KS5 Careers Middle Leaders Programme Lead on the Department Review process	South West Academic Trust Assessment and Reporting Student Tracking Trips and visits Eco schools International Schools Use of technology in teaching and learning Admissions	Overview of SIMS Timetable including links with BWS Lead on School Direct Overview of PGCE NQT Induction Programme Deputy DSL	Financial management Health & Safety First Aid
Curriculum Management	Curriculum overview KS3 Curriculum Development; KS4 Curriculum Development; Post-16 Curriculum Development School Development Plan	Appraisal (teachers) Leading and managing the Pastoral team Behaviour management Sanctions / Rewards Student welfare at KS3 & 4 Liaison with parents / external agencies Community Plan / primary subject links	Pastoral Curriculum development KS5 overview Leading and managing the Pastoral team Behaviour management Sanctions / Rewards Student welfare at KS5 Liaison with parents / external agencies	VLE overview and development E Safety	Implementation of student subject choices and course changes Curriculum Plan Timetable construction Overview of curriculum changes Website over view Gifted and Talented – Challenge Award PSHE / Citizenship SMSC	Departmental Capitation Coordinate support staff Appraisal Overview of support staff appraisal
Assessment Reporting	Data Management procedures School targets	Use of internal student performance analysis and Target setting and analysis of student performance (tutors and HODs and HOS) at KS3 and KS4 Reporting to Head and Governors on Appraisal	Use of internal student performance analysis and Target setting and analysis of student performance (tutors and HODs and HOS) at KS5 Reporting to Head and Governors on the Learning / departmental Review	Exam entry overview Target setting HoDs Overview of assessment and reporting Tracking vulnerable groups Overview of external examination data (Raise / Data Dashboard / Level 3/ ALPS etc)	School Census SIMS overview Monitoring and tracking of G&T students Review and monitor system for assessment without levels Exam internal review meetings	Financial audit EFA / DfE returns Health and Safety

**South Wilts Grammar School for Girls
SLT AND RESPONSIBILITIES 2017-18**

	HEADTEACHER Michele Chilcott	DEPUTY HEAD Staff development Teaching and Learning Pastoral Amanda Smith	ASSISTANT HEAD Teaching and Learning Pastoral Dan Bishop	ASSISTANT HEAD Student data Tracking and Reporting Stephen Jones	ASSISTANT HEAD Curriculum Amy McGuinness	BUSINESS MANAGER Hilary Angel
Curriculum Monitoring monitoring and review with HoDs of Development Plan, quality of teaching and learning, staff development, and performance management Line management	All staff general monitoring Maths (8) Numeracy Co-ordinator Geography (3) Music (2) Business Manager HR Manager Admissions overview PA to SLT	Science (11) Technology (5) Art (3) Heads of Section and pastoral support KS3 & 4 SENCO (Dyslexia support TA support) Counsellor School nurse	RE (2) English (10) Literacy Co-ordinator Heads of Year 12 & 3 Work experience Careers	Modern Lang (7) ICT / Business (3) PE (4) Exams D of E Tracking of student progress Clerk to admissions appeals	Classics / Latin (1) Drama (3) Psychology (3) History (4) PSD / Citizenship (2)	HR Manager ICT Network Office staff Departmental Support Science Technicians Catering and cleaning staff Site management SLT Support (JMC)
Student admissions, guidance and progression	Overview of Admissions Commendations / Merits Academic mentoring Admissions- oversee school admissions	Overview of school student tracking procedures Attendance tracking and overview at KS3 & 4 Training days Lead on process for widening participation in the 11+	Academic mentoring Overview of school student tracking procedures Attendance tracking and overview at KS5	Academic mentoring Overview of school student tracking procedures Overview of PE Awards; colours Manage school admissions 11-16, including appeals / Years 7-11 prospectus	Options Years 10, 12, 13 Liaise with Deputy Head regarding admissions Academic mentoring G&T Provision	
Personnel	Appointments; Recruitment processes References; Threshold Assessment Staffing Policies implementation Staff planning and deployment Line management of SLT	Trained in safer recruitment Appraisal	Trained in safer recruitment New staff induction / mentor Organisation of Training Days	Trained in safer recruitment Back up cover administration	Trained in safer recruitment Liaise with Headteacher regarding staffing needs Cover administration Lead and Develop School Direct Strategy Staff development CPD	Trained in safer recruitment Recruitment process support staff Staff handbook

**South Wilts Grammar School for Girls
SLT AND RESPONSIBILITIES 2017-18**

	HEADTEACHER Michele Chilcott	DEPUTY HEAD Staff development Teaching and Learning Pastoral Amanda Smith	ASSISTANT HEAD Teaching and Learning Pastoral Dan Bishop	ASSISTANT HEAD Student data Tracking and Reporting Stephen Jones	ASSISTANT HEAD Curriculum Amy McGuinness	BUSINESS MANAGER Hilary Angel
Resource Management	Accounting Officer School budget / EFA funding (with Business Manager) School environment	Monitor departmental capitation for areas line manage	Monitor departmental capitation for areas line manage Post 16 bursary overview	Health & Safety support First Aid School environment (with Business Manager) Monitor departmental capitation for areas line manage Minibus Overview of PP allocation and impact	Student data for external returns Monitor departmental capitation for areas line manage CPD budget Challenge Award Artsmark Award Healthy Schools	Oversee Health & Safety Capitation Budget planning Cashflow Academy financial reports Health and safety School environment Post 16 bursary overview
General administration meetings publications etc	Directed time Implementation of policies Policy review Overview of school Prospectus	Student Planners Parent Information Packs Liaison with AH curriculum Year 9 Option Booklet Joint overview of marketing Visitor Handbook Coordination of School Newsletter Publicity / press releases	Overview of school Prospectus (post 16)	Joint overview of marketing Overview of school Prospectus (11-16)	Option Booklet Attendance at Parent Option Evenings School web site HODs' Handbook Coordinate Alumnae Newsletter	Support Staff handbook School Prospectus – years 7-11, and sixth form Staff handbook
Governor liaison Parents' Association Consultative Groups	Advise Governing Body, ex officio member Attendance at all Committees External liaison: partnership/ community/employers Friends of South Wilts WASSH and Wessex Heads Parent questionnaires	Attendance at Personnel, and Resources Committee Parents' evenings Attendance at tutor meetings KS3 & 4 GL Assessment GSHA working group Liaison with feeder Schools regarding subject support 'specialism'	Attendance at Resources and Curriculum Committee Attendance at tutor meetings – KS5 Sixth Form Committee School Council Manager Overview of prefects KS4 and KS5 and academic mentors	Attendance at Resources and Curriculum Committee Attendance at tutor meetings External liaison community and employers Wessex Deputy Heads	Attendance at Curriculum Committee Attendance at tutor meetings Overview and development of school Alumni Southampton University ITT working group	Attendance at Resources Committee and Full Governors' meetings Attendance at Business Managers' network meetings
Events	Parent Voice FSWGS Overview of whole school events – carol concert and speech Day Yr 9 option evening Open days FSWGS liaison re events Activities week	Parent evenings Year 7 induction	Parent evenings Yr 11 post-16 evening	Activities week (Industry days) Trips and visits Speech day Parent evenings Carol Service Open days	Year 9 curriculum / option evening Year 11 post-16 evening Parent evenings Open Days School photos	AGM

**South Wilts Grammar School for Girls
SLT AND RESPONSIBILITIES 2017-18**

	HEADTEACHER Michele Chilcott	DEPUTY HEAD Staff development Teaching and Learning Pastoral Amanda Smith	ASSISTANT HEAD Teaching and Learning Pastoral Dan Bishop	ASSISTANT HEAD Student data Tracking and Reporting Stephen Jones	ASSISTANT HEAD Curriculum Amy McGuinness	BUSINESS MANAGER Hilary Angel
Other	Newsletters Bulletins Authorised absence / goodwill FOI requests Full school assemblies on rota Lunch duties DPA 1998	Organising full school assemblies on rota Late duties Authorised absence Attendance overview KS3/4 Lunch duties	Full school assemblies on rota Late duties Lunch duties Authorised absence Attendance – overview KS5 Sixth form prospectus	Full school assemblies on rota Late duties Extended School Commitment E-Safety Lunch duties International School Award overview	Full school assemblies on rota Late duties SIMS overview Census Lunch duties Form Assemblies Charities overview and coordination	Lunch duties Late duty
Policies	Staff Recruitment Complaints Procedure Capability Staff Grievance Pay Policy Redundancy Policy and Procedures Staff Discipline Whistleblowing Staff Absence Management Staff Equal Opportunities Staff Alcohol & Substance Misuse Staff Code of Conduct Paternity / Maternity Leave Student Record Management Admissions (Lead) Freedom of Information School Uniform Staff Wellbeing Ill Health Capability Equalities Act Objectives	Child Protection Alcohol & drugs Attendance (Lead) Medication for Pupils Racial Equality Rewards and Sanctions Sex Education Special Educational Needs Home-School Agreement Student Equal Opportunities Appraisal Young Carers	Attendance (2 nd) Work Related Learning Work Experience Careers Policy Collective Worship Attendance Pupil Discipline (anti bullying) – Learning Charter Feedback	Health & Safety Disability Equality Scheme Accessibility Plan Minibus Assessment & Reporting Exams Admissions (2 nd) International E-Safety Green Procurement	Appropriate Teaching Materials Homework Curriculum Gifted and Talented Citizenship Staff CPD Arts School Food	Risk Management Asset Management Investment Anti-Fraud Staff Safe Conduct Bribery Gifts and hospitality Charging Lettings Reserves Secure Data Handling Debt Recovery Fire Safety

**South Wilts Grammar School for Girls
SLT AND RESPONSIBILITIES 2017-18**

	HEADTEACHER Michele Chilcott	DEPUTY HEAD Staff development Teaching and Learning Pastoral Amanda Smith	ASSISTANT HEAD Teaching and Learning Pastoral Dan Bishop	ASSISTANT HEAD Student data Tracking and Reporting Stephen Jones	ASSISTANT HEAD Curriculum Amy McGuinness	BUSINESS MANAGER Hilary Angel

Generic responsibilities

- have a shared responsibility for teaching and learning
- have a shared responsibility for school improvement planning and whole school evaluation
- ensure staff abide by the professional code of conduct
- be an ambassador of the school
- take part in full school assemblies
- take part in the departmental review process
- attend designated tutor meetings
- help to maintain standards of student behaviour and dress code
- perform allocated school duties both during the day and evenings
- attend designated governor meetings
- take part in academic mentoring
- attend SLT meetings
- undertake cover for absent staff as needed
- UCAS references