



**Range High School SLT Responsibilities Academic Year 2022/23**

	DHT Mrs Phillips 14 – 19 Education	AHT Mrs McGugan PD & Safeguarding	ACM Mrs Donbavand Adminstration	AHT Mrs Ashworth Behaviour & Attendance	HT Mr McGarry Leadership & Quality Assurance	Senior DHT Mr Dolly Teaching & Learning Development	AHT Mr Tees Curriculum & Standards	RD Mr Pritchard Support, Finance and Premises
<b>Overall responsibility for:</b>	a) Sixth Form with JBM and HB b) 14-19 Transition and developments c) Strategic Overview of the timetable/curriculum with CT d) Sixth Form Academic Board e) Y11/13 Prize Giving f) Work Scrutiny (with TD) g) Strategic overview of assessment and reporting with CT h) Strategic overview of all public examinations with CT/AC	a) Safeguarding- DSL & Management of Safeguarding Team & E-Safety with RC b) Inclusion & Progress of all SEND students with LN c) Liaison with external agencies d) Personal Development curriculum including PSHE/Citizenship & SRE with KH e) Student Mental Wellbeing programmes f) Extra-Curricular Programmes with HOF/CAL/HOY & AHOY g) Looked after Children h) Assembly programme inc. SMSC i) Student Council with HOY/AHOY/MM j) Strategic overview of ECT/ITE with PP	a) All aspects of school administration b) School website and Communications with HC c) School Prospectus and Marketing materials with MM d) Cover administration (with NW) e) School Diary and Events Coordinator f) EVC Coordinator with AP	a) Behaviour across Lower & Upper School with HOY/AHOY b) Attendance 11-16 with LD/HOY c) Y7 Admissions with MM/HOY d) Transition and Induction programme Y7 e) Review of Behaviour/Attendance Policy with MM f) Rewards & Sanctions with HOY g) Staff duties h) In-year admissions with HOY and LD i) Appropriate liaison with LA agencies and representation at FAP	a) The internal organisation, management and control of the school b) The implementation of all policies and procedures approved by the Board of Trustees c) Curriculum provision and the overall quality of teaching and learning d) Strategic planning including the ADP and SEF with the SLT e) Admissions f) Staff appointments g) Liaison with the Trustees and associated Committees h) All developments relating to MAT models and planning i) Marketing with PA and SLD j) Membership of appropriate external agencies- SASH etc...	a) Control and management of the school in the absence of the Headteacher a) Teaching & learning inc. Deep Dives b) Work Scrutiny (with GP) c) Professional Development- teaching staff d) Performance Management- teaching staff e) Pupil Premium f) ECT/RQT ECF with PP g) ITE programme with PP h) Whole School Literacy with JHS/JT i) Staff Wellbeing j) Catch up Programme k) Development of the VLE/Website with MM/SLD l) Range Ready initiatives	a) Curriculum & timetable with GP b) Assessment & reporting with GP c) Target setting and monitoring of progress with MM/GP d) Examinations with AC/AP e) Access arrangements with AC/LN f) DFE Returns with SLD g) Implementation and review of the Marking Policy h) Review of all aspects of Assessment: KS3/KS4 i) Overview of Careers/WRL and the EPQ with RG	a) Monthly management accounts. Production of annual statutory accounts b) production of budgets and financial forecasts c) Running and management of the School Estate and Buildings management d) Provision of financial information to the Trustees and associated committees e) ESFA Financial regulations and policy changes f) Payroll and pension fund developments g) Liaison with external agencies- ESFA, insurers, bankers etc... h) Statutory and ESFA Returns i) EVC Co-ordinator j) ICT Infrastructure k) SCR with SLD l) Management of the Catering and Cleaning contracts
<b>Management Tasks:</b>	Standards (KS5) Data analysis (KS5) Tracking & intervention (KS5) Curriculum transitions (KS4-KS5) Y13 Prom Parents' Evenings with JMA	Safeguarding British Values E-safety with RC Mental Health Extra-curricular Programme with CT PSHE/SRE with Khu SEND with LN SMSC Assemblies Y11 Prom Photographs	Adminstration Marketing Website School Comms	Behaviour tracking Detentions Exclusions Pupil Voice for Behaviour Bullying Attendance Duty Rota Uniform Transition Primary to RHS	Overall QA Community Tracking Website Marketing with SLD INSET with TD	Teaching + Learning Continuing Professional Development Appraisal IT for Learning Pupil Premium Grant Staff Welfare Planners	Standards (KS 3+4) Data analysis (KS 3+4) Curriculum development with GP/MM Curriculum organisation Assessment + Reporting SIMS Progress Support (KS3 and KS4) Work-related learning Results Days	Site Finance Admin Marketing Liaison with the Catering/Cleaning Company/Team
<b>Line Management:</b>	2 x HOF English PE Expressive Arts	SENCO LM CAL PHSE ESW	All Admin Staff HC	5 x HOY	2 x DHT 3 x AHTs RD Head's PA 2 x HOF MFL DT	2 x HOF Maths Science	2 x HOF Exams Office Humanities ICT & Business WRL/CAR	Office Manager Finance Manager Site Team IT Manager