



Management & Staffing Structure

Character | Organisation | Resilience | Excellence

Sept 2020

Vers. 07.12.20



<p>Rod Hughes - Principal</p> <ul style="list-style-type: none"> • Vision, values and ethos • Academy policies • Self-Evaluation, Academy Development Planning – Including COVID-19 Recovery Planning • Strategic leadership of Finance, HR and Resource Management • Senior Leadership Team development • Liaison with Academy Trust, Governors and other stakeholders • Management of Academy Budget Census, Academy Website & Parent View <p>Line Management</p> <ul style="list-style-type: none"> • Vice Principals & Assistant Principals • PA to the Principal • Associate Business Manager, Finance Manager, Facilities Manager, Network Manager 			
<p>Dan Mason Vice Principal: Behaviour & Attitudes</p>	<p>Bridget Ball Vice Principal: QA, Learning & Teaching & C.O.R.E.</p>	<p>Simon King Vice Principal: Academy Development & Self Evaluation and SWB6</p>	
<ul style="list-style-type: none"> • Safeguarding & Child Protection (SWO) & LAC (SWO) • Student conduct across the academy • SCR (TPO) • External links with LA and Safeguarding Children Boards, AP facilities • Student uniform • I.E. & REFLECT. Sanctions & Detentions • Alternative Provision (SWO) • Admissions (LGO) • Student access arrangements • Pupil Premium across the academy (Provision, spend & Intervention) • Class Charts • Equality Information & Objectives & Police Liason project group • Staff Duties <p>Line management</p> <ul style="list-style-type: none"> • PE/Sport & Health • BTEC Qualifications (PMO) • MFL & Community Languages • I.E. & REFLECT • Senior Directors for Key Stage 3 (LGO) & Key Stage 4 (DHU) 	<ul style="list-style-type: none"> • Academy QA, Monitoring and Evaluation activities • Learning & Teaching across the academy • CORE Curriculum (LGO/DHU/JBY) • Curriculum development & planning • Marking & Feedback • Teacher Appraisal • Teacher CPD Pathways • CPD across the academy • SLE's & Outreach • Leadership development of Department Directors and MLT • New staff induction programme • Numeracy (JLO) <p>Line Management</p> <ul style="list-style-type: none"> • English • Maths • Cover (EHU) 	<ul style="list-style-type: none"> • Academy Development Planning & Academy SEF with RHU • Line management and Quality Assurance of all aspects for Key Stage 5 (JBY) • Raising aspirations across the academy • HPA students across the academy (Provision & Intervention) • Year 9 Options process • Academic Review Days/Parents Evenings • Academy Calendar • External examinations & examination entries <p>Line Management</p> <ul style="list-style-type: none"> • Senior Director Key Stage 5 (JBY) • Raising Aspirations Coordinator • Business, ICT, Law & Media • Drama & Music • Exams Officer (KJA) • Educational Visits (RJO) 	
<p>Sarah Woodbine Assistant Principal: DSL, Student Services & Safeguarding</p>	<p>James Crawley Assistant Principal: Outcomes, Assessment & Enrichment</p>	<p>Lavkesh Lal Assistant Principal: Timetable, Homework, Rewards & Staff well-being</p>	<p>Jodie Till Associate Assistant Principal: Literacy, Oracy & Reading (Maternity Leave)</p>
<ul style="list-style-type: none"> • DSL, Safeguarding and Child Protection Officer • SEND and LAC provision and achievement • Prevent Strategy • Anti-Bullying programme • Academy attendance and punctuality • Vulnerable & Mental Health Strategy • First aid and medical functions • External links with local authorities and Safeguarding Children Boards • AP placements <p>Line management</p> <ul style="list-style-type: none"> • Safeguarding Team • Attendance Officer • iWill project 	<ul style="list-style-type: none"> • Academic Outcomes & Interventions Year 7-11 • EBacc qualification outcomes • Assessment and internal examinations • Knowledge Organisers • Year 11- Targeted student provision mapping • SIMS/Quixote reporting to OAT • Assessments/Reporting to parents • CEIAG • Enrichment & competitions across the academy • Academy marketing (ALA) <p>Line Management</p> <ul style="list-style-type: none"> • Humanities • Data Manager (EPE) • CEIAG Leader – Joanna Jones (JJN) 	<ul style="list-style-type: none"> • Homework • Timetable • NQT/GTP/ITT • Student Rewards • British Values • Staff Wellbeing & Staff Charter <p>Line management</p> <ul style="list-style-type: none"> • Science • Art & Design • Design & Technology 	<ul style="list-style-type: none"> • Training Days • Curriculum innovation & development • Lead Practitioner team (Supporting BBA) • Reading Co-ordinator & Library (CKE)
<p>Senior Directors: Laura Goodall (Key Stage 3), Donna Hughes (Key Stage 4) & Jane Bayley (Key Stage 5) – Present at SLT Meetings</p>			
<p>Lead Practitioners: Jo Love (Maths), Divya Patel, Rush Patel (Science), Kieran Ellement (Humanities), Sharon Shokar (Design & Technology), – Invited to SLT Meetings as appropriate</p>			

Departmental Structure 2020-21



Pastoral Structure 2020-21

Vice Principal – Behaviour & Attitudes
Dan Mason

Vice Principal
Simon King (SKI)

Senior Director Key Stage 3 - **Laura Goodall (LGO)**
Student Behaviour, Expectations, Progress & Achievement in Key Stage 3
Anti-bullying
Pastoral intervention
Admissions & Year 6 Induction programme
Student Voice across the academy
Key Stage 3 Student Leadership Team & Prefects
Line management of Directors & Heads of Year 7, 8 & 9

Senior Director Key Stage 4 - **Donna Hughes (DHU)**
Student Behaviour, Expectations, Progress & Achievement in Key Stage 4
Anti-bullying
Pastoral intervention
Personal Tutor Time across the academy & Whole School Assemblies
PSHCE & SMSC – RSE 2020
Key Stage 4 Student Leadership Team & Prefects
Line management of Directors & Heads of Year 10 & 11

Senior Director Key Stage 5 – **Jane Bayley (JBY)**
Student Behaviour, Expectations, Progress & Achievement in Key Stage 5
SWB6 Recruitment (Internal & External candidates)
Pastoral intervention
Key Stage 5 Student Leadership Team & Prefects
Line management of Achievement Leader, Pastoral Leader & Deputy Head of SWB6

Director of Year 7
Gavin Barbary (GWO)

- RAP (Achievement & Progress of cohort) Meetings
- Lead & QA CORE programme content & delivery
- Monitoring of students in lessons where student underperformance has been identified
- Progress & achievement for the year group
- Report to LGB & PB

Director of Year 8
Vicky Dorsett (VDO)

- RAP (Achievement & Progress of cohort) Meetings
- Lead & QA CORE programme content & delivery
- Monitoring of students in lessons where student underperformance has been identified
- Progress & achievement for the year group
- Report to LGB & PB

Director of Year 9
Amy Patterson (APT)

- RAP (Achievement & Progress of cohort) Meetings
- Lead & QA CORE programme content & delivery
- Monitoring of students in lessons where student underperformance has been identified
- Progress & achievement for the year group
- Report to LGB & PB

Director of Year 10
Andy Harwood (AHA)

- RAP (Achievement & Progress of cohort) Meetings
- Lead & QA CORE programme content & delivery
- Monitoring of students in lessons where student underperformance has been identified
- Progress & achievement for the year group
- Report to LGB & PB

Director of Year 11
role will be fulfilled by
JCR/DHU & RHU
through RAP
meetings

Head of Year 11
Donna Boxall (DBO)
Donna Broome (DBR)

- Lead weekly assemblies
- Uniform
- Late duty rota
- Lead on all Pastoral & Behaviour Issues
- Attendance & Punctuality
- Rewards/ Detentions/ Social Exclusion

Head of Year 7
Hayley Glenn (HGL)

- Lead weekly assemblies
- Uniform
- Late duty rota
- Lead on all Pastoral & Behaviour Issues
- Attendance & Punctuality
- Rewards/ Detentions/ Social Exclusion

Head of Year 8
Ross Jones (RJO)

- Lead weekly assemblies
- Uniform
- Late duty rota
- Lead on all Pastoral & Behaviour Issues
- Attendance & Punctuality
- Rewards/ Detentions/ Social Exclusion

Head of Year 9
Adam Quiney (AQU)

- Lead weekly assemblies
- Uniform
- Late duty rota
- Lead on all Pastoral & Behaviour Issues
- Attendance & Punctuality
- Rewards/ Detentions/ Social Exclusion

Head of Year 10
Sophie Powell (SPO)

- Lead weekly assemblies
- Uniform
- Late duty rota
- Lead on all Pastoral & Behaviour Issues
- Attendance & Punctuality
- Rewards/ Detentions/ Social Exclusion

Achievement Leader
Sixth Form
Richard Mills (RMI)

Deputy Head of Sixth Form
Bal Bhuttay (BBH)

Pastoral Leader
Sixth Form
Helen Walker (HWA)

Sixth Form
Personal Tutors
Katie Dunn - TA

CEIAG Leader
Joanna Jones (JJN)

Assistant Principal - Student Services - DSL
- **Sarah Woodbine (SWO)**

- Child Protection (Designated Safeguarding Lead)
- SEND and LAC provision and achievement
- Anti-Bullying strategic lead
- Attendance & Punctuality
- IE and REFLECT rooms
- Student First Aid/Medical needs
- External Multi Agencies
- Mental Health strategy
- Alternative Provision

HLTA
Donna Whittaker (DWH)
Pat Capper (PCA)

TA
Grace Jones (GJO)
Lisa Porter (LPO)
Mark Capewell (MCA)
Tess Taylor (TTA)
Sam Turner (STU)
Emma Osbourne (EOS)
Jennifer Timmins (JTM)

Attendance Officer
Sharon Kelly (SKE)

Internal Exclusion Manager
Sharon Meanley (SME)
Behaviour Mentor
Ray Reid (RRE)
Gemma Nash (JNA)

Medical Officer
Dom Pumphrey (DPU)

Safeguarding and Family Support Officer
Chris Simpson (CSI)

Deputy SG Officer
Julie Jones (JJO)

SENCO
Jen Kiely (JKE)
Sarah Austin (SAU)

Student Interventions/ Managed Moves
Pete Thirlaway (PTH)

Head of Year - Support
Kevin Williams (KWI)

- Uniform
- Late duty rota
- Support as HOY on Pastoral & Behaviour Issues
- Attendance & Punctuality
- Support on Rewards/ Detentions/ Social Exclusion

Administration & Operational Services 2020-21



