

**ACADEMY LEADERSHIP TEAM  
ROLES & RESPONSIBILITIES: 2020-21**

<b>Principal</b>	<b>Vice Principal</b>	<b>Assistant Principal</b>
<p><b>Leadership Responsibility:</b> <b>Strategic Leadership and Organisation Development</b></p> <ul style="list-style-type: none"> <li>● Robust and accurate Academy Self-Evaluation</li> <li>● Successful delivery of the Academy Raising Achievement Plans</li> <li>● Vision and values</li> <li>● Day to day management of the Academy</li> <li>● Recruitment and retention of staff</li> <li>● Work with the CAT to secure highly effective strategic leadership across the Academy</li> <li>● Work with the Governing Body to secure highly effective governance</li> <li>● Leadership and professional development of ALT and Middle Leaders to secure highly effective and sustainable Academy leadership</li> <li>● Performance Management of the ALT</li> <li>● Staff Well Being</li> <li>● Oversight of annual 'Your Voice' Survey / Action Plan</li> <li>● Full Governing Body and all sub-committees</li> </ul>	<p><b>Leadership Responsibility:</b> <b>Quality of Education: Standards, Achievement and Curriculum</b></p> <ul style="list-style-type: none"> <li>● Management of the Academy in the absence of the Principal</li> <li>● Strategic lead for the Academy curriculum, with a particular focus on Intent and Impact.</li> <li>● Management of key performance output measures, including data, reporting and assessment systems</li> <li>● Setting of aspirational student progress targets, which realise outcomes above national figures</li> <li>● Oversight of Academy outcomes and their quality assurance at Faculty and Academy level</li> <li>● Oversight of Academy student intervention programmes and their impact across all Key Stages</li> <li>● Academy timetable development in conjunction with MIS Leader</li> <li>● Governors: Students, Standards &amp; Community</li> <li>● Curriculum links with Post 16 Pudsey Confederation / West SILC</li> </ul>	<p><b>Leadership Responsibility:</b> <b>Quality of Education: Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>● Management of the Academy in the absence of the Principal and Vice Principal</li> <li>● Monitoring and evaluation of the effectiveness of day to day teaching and learning across the Academy</li> <li>● Development of teaching &amp; learning with support from Teaching Coaches and IRIS Coordinator</li> <li>● Coaching / mentoring of underperforming teaching staff</li> <li>● Coordination of Continued Professional Development Programme for Teaching Staff</li> <li>● Oversight of NQT Induction programme</li> <li>● Evaluation of the effectiveness of Academy Teaching &amp; Learning Quality Assurance Framework</li> <li>● Staff Induction</li> <li>● Literacy development</li> </ul>
<p><b>Management Responsibility:</b></p> <ul style="list-style-type: none"> <li>● Vice Principal and 4 x Assistant Principals</li> <li>● English Faculty</li> <li>● Finance Manager</li> <li>● Oversight and well-being of all Academy staff</li> </ul>	<p><b>Management Responsibility:</b></p> <ul style="list-style-type: none"> <li>● Key Stage Leaders</li> <li>● Maths Faculty</li> <li>● Associate Assistant Principal: Operations / MIS &amp; Data</li> </ul>	<p><b>Management Responsibility:</b></p> <ul style="list-style-type: none"> <li>● Humanities Faculty</li> <li>● ITT Co-ordinator</li> <li>● Teaching Coaches</li> <li>● EAL Coordinator</li> </ul>

<b>Assistant Principal</b>	<b>Assistant Principal</b>	<b>Assistant Principal</b>
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<b>Leadership Responsibility:</b> <b>Quality of Education: Progress of Key Groups</b>	<b>Leadership Responsibility:</b> <b>Student Development</b>	<b>Leadership Responsibility:</b> <b>Behaviour and Attitudes</b>
<ul style="list-style-type: none"> <li>● Achievement of Disadvantaged students</li> <li>● Achievement of SEND students</li> <li>● Oversight of bespoke intervention programmes for Disadvantaged and SEND students</li> <li>● Oversight of Performance Reviews and Appraisal for Associate Staff</li> <li>● Oversight of Performance Reviews and Appraisal against Teachers Standards for Teaching Staff beyond ALT.</li> <li>● Coordination of CPD Programme for Associate Staff</li> <li>● Oversight of RM contract and ICT strategy</li> <li>● Academy marketing and communication</li> <li>● Jamie's Farm / Universify programmes</li> </ul>	<ul style="list-style-type: none"> <li>● Management of the Academy in the absence of the Principal and Vice Principal</li> <li>● Academy Student Coaching Programme including: Personal Development Days, PSHCE, assemblies and Coaching</li> <li>● Monitoring and evaluation of effectiveness of PSHCE curriculum</li> <li>● Development of the Student Council/Year Councils</li> <li>● Student Voice</li> <li>● Oversight of CEIAG, including Work Experience and Careers Week</li> <li>● Growth Mindset / Metacognition curriculum development, monitoring and evaluation</li> <li>● Scholar's Programme</li> <li>● Healthy Schools</li> </ul>	<ul style="list-style-type: none"> <li>● Management of the Academy in the absence of the Principal and Vice Principal</li> <li>● Strategic lead on Safeguarding and Child Protection</li> <li>● Designated Safeguarding Lead</li> <li>● Oversight of Academy Engagement in Learning</li> <li>● Monitoring and evaluation of bullying / discrimination</li> <li>● Oversight of Academy Inclusion provision; Reflective Behaviour, Inclusion Room, Twilight</li> <li>● 'In Year Fair Access Panel' representative</li> <li>● Evaluation of impact of Restorative Practices across the Academy</li> <li>● Oversight of student emotional well-being</li> <li>● Achievement of students based off-site, including the Quality Assurance of any off-site provision</li> <li>● Academy Appeals</li> <li>● Governors: Safeguarding / Child Protection</li> </ul>
<b>Management Responsibility:</b> <ul style="list-style-type: none"> <li>● Science Faculty</li> <li>● Expressive and Performing Arts Faculty</li> <li>● Co-op Coordinator</li> </ul>	<b>Management Responsibility:</b> <ul style="list-style-type: none"> <li>● Creative Design Faculty</li> <li>● PSHCE Subject Leader / House Leaders</li> <li>● Mindsets and Meta staff</li> <li>● CEIAG Coordinator</li> <li>● OLC Manager</li> </ul>	<b>Management Responsibility:</b> <ul style="list-style-type: none"> <li>● SEND Faculty</li> <li>● Student Support Team</li> </ul>

<b>Finance Director</b>	<b>Associate Assistant Principal</b>	<b>Areas of responsibility disaggregated from the ALT to staff with protected TLRs</b>
<b>Leadership Responsibility:</b> <b>Finance Manager</b>	<b>Leadership Responsibility:</b> <b>Operations Leader</b>	<b>Leadership Responsibility:</b> <b>BTEC Quality Nominee</b>

<ul style="list-style-type: none"> <li>● Provide high quality financial advice to budget holders and the Academy Leadership Team</li> <li>● Review/evaluate cost saving opportunities, including contracts and SLAs, to ensure value for money</li> <li>● Update, monitor and maintain Academy procedures ensuring staff compliance with these and CAT policy</li> <li>● Produce accurate financial reports to tight deadlines in support of monthly management accounts</li> <li>● Produce annual financial statements, prepare audit files and liaise with external and internal auditors</li> <li>● Ensure the Academy's financial VAT compliance</li> <li>● Robust cash management strategy, including monitoring and forecasting of cash balances</li> <li>● Oversight of the provision of efficient and effective Academy payroll service</li> <li>● Parental engagement, with particular reference to social media and the Academy website.</li> <li>● Governors: Finance and Resources</li> </ul>	<ul style="list-style-type: none"> <li>● Oversight of the Site and Administration Teams to ensure they are working effectively and efficiently and providing the best possible support service.</li> <li>● Academy attendance and punctuality</li> <li>● To be the first point of contact for LCC Catering services. Manage the contract to ensure the best value and service for the academy.</li> <li>● Role model strong management and leadership characteristics to support the development of line managers within the Site and Administration teams.</li> <li>● Health and Safety Lead</li> <li>● Admissions</li> <li>● Policies and compliance with website requirements</li> </ul>	<ul style="list-style-type: none"> <li>● Coordination of Quality Assurance Programme for BTEC provision</li> <li>● Provision of CPD for staff delivering BTEC courses</li> <li>● Monitoring and evaluation of effectiveness of House Programme</li> </ul>
<p><b>Management Responsibility:</b></p> <ul style="list-style-type: none"> <li>● Finance Officer</li> </ul>	<p><b>Management Responsibility:</b></p> <ul style="list-style-type: none"> <li>● Site Team (including Cleaners)</li> <li>● Administration Team</li> <li>● Attendance Team Manager</li> </ul>	<p><b>Management Responsibility:</b></p>