

St. Osmund's CE Middle School: Senior Leadership Team Roles and Responsibilities 2025-26

<u>Head of School</u>	<u>Deputy</u> <u>HT</u>	<u>Assistant</u> <u>HT</u> <u>Inclusion</u>	<u>Assistant</u> <u>HT</u> <u>Teaching & Learning</u>	<u>Assistant</u> <u>HT</u> <u>Personal</u> <u>Development</u>	<u>Assistant</u> <u>HT</u> <u>Behaviour & Attitudes</u> <u>LST</u>	<u>Business</u> <u>Manager</u>
GBI	SBE	CCM	SFA	CMI		RGO
Establish and maintain the strategic vision, values, ethos and direction of the school	Assume the responsibilities of 2i/c and deputise for the Head of School in absence	Deputise for the Head of School in absence of Deputy Headteacher	Deputise for the Head of School in absence of Deputy Headteacher	Deputise for the Head of School in absence of Deputy Headteacher	Deputise for the Head of School in absence of Deputy Headteacher	Represent the Head of School when required
Report to, advise and support the governing body and report to WMAT (Exec HT + CEO)	Lead on holistic learning time including planning for off timetable days/residentials	Lead the provision for and practice around SEND pupils across school, including curriculum design	Lead the development of teaching pedagogy, including support staff practice	School SIAMs Lead (school's church status and development work)	Lead on pastoral care through the school including continuing development of the Relationships Policy	Manage the school's finances
Lead the development of whole school policy, management and practice	Lead on teaching staff deployment – initial point of contact for all staff matters	Lead the school's TA Team with SEND Manager; oversee deployment and coordinate CPD for TAs	Lead on key dates, meetings, INSET and twilights for the year ensure the training and development needs of all staff are met	School Diversity Lead including promotion of British Values	Initial point of contact for all student matters (behaviour)	Manage the school office and the finance and administration team
Line manage Designated Safeguarding Lead	Lead on key dates, and meetings for the academic year	Lead the interventions offer for SEND students including The Study provision and Emotionally Based School Avoidance (EBSA)	Promote outstanding teaching and learning through coaching and mentoring including ECT Mentoring as well as supporting KS2 progress reviews	Pupil Premium Strategy Lead including development of teaching and learning strategies to narrow the PP attainment gap	Lead on school day structure and all times outside of lessons including break and lunch	Line manage the Site Manager, technical support staff and MDS team
Create and sustain a productive working environment incl. H&S responsibility	Lead policy and practice in target setting, assessment and pupil progress tracking	Strategy lead for accessing 'Appropriate (Alternative) Provision' for SEND students	Oversee support for teaching staff experiencing difficulties	KS3 Progress Review management (English and maths)	Lead deployment of staff for staff duties and quality assure all duties	Responsibility for premises maintenance and development

