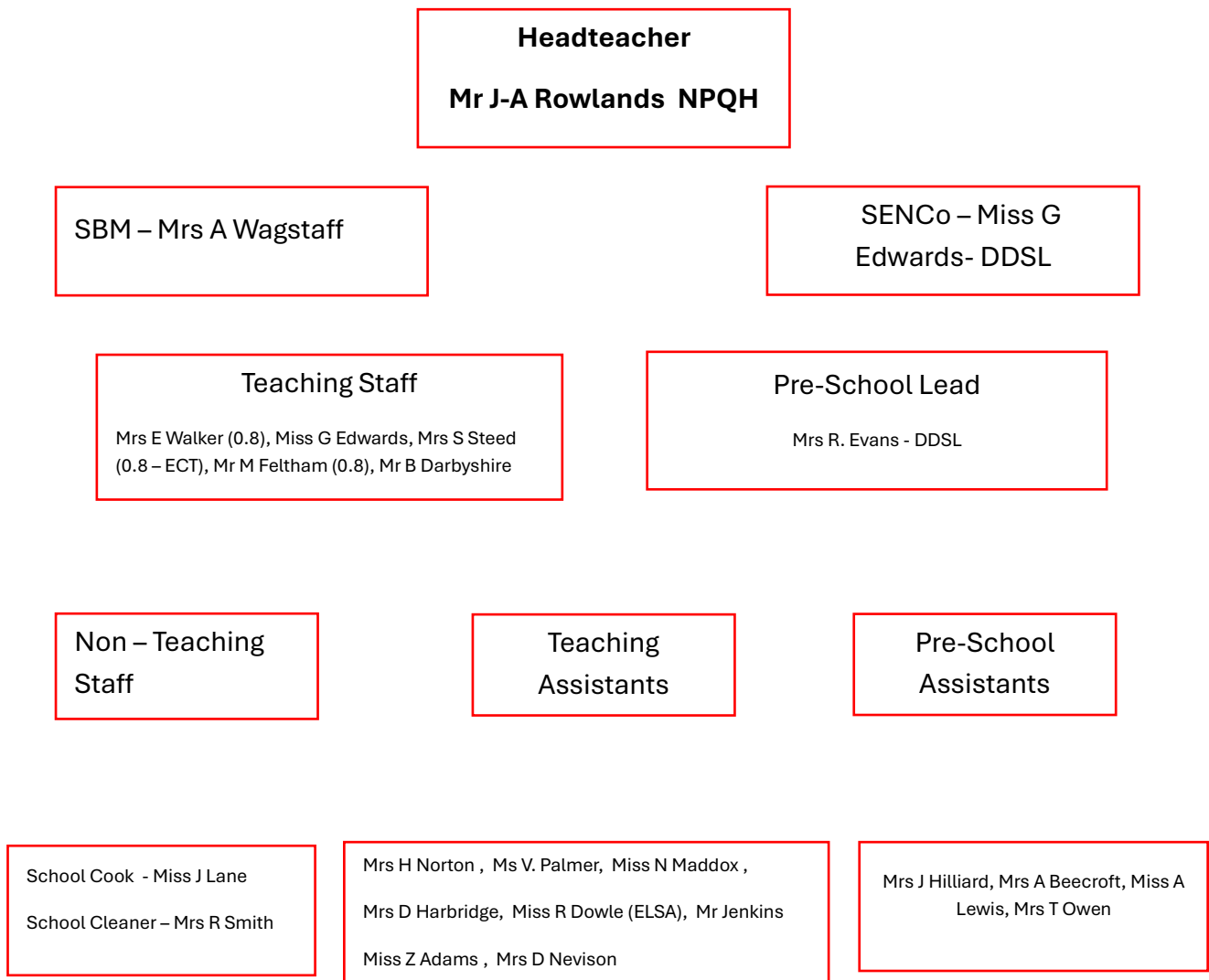




Staffing Team Structure

Objective: To set out a staffing structure that is sustainable, high functioning and meets the needs of all staff and children of Long Mountain Church of England Primary and Pre-School.



Shared Responsibility for all leaders

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All leaders are responsible for the quality of education at Long Mountain	
We are all responsibility for Safeguarding, parent interactions, supporting teachers, understandings systems, appraisal, smooth running of the school, good behaviors of children, living our leadership values, value for money/general efficiency of spend and care for our grounds and community. We all work together to ensure high standards are in place and children reach their potential and live the values by being visible skilled and informed.	

Senior Leadership team roles and overview of responsibilities

Headteacher	
Leadership Area	<p>Strategic overview of all aspects of school life including development, sustainability, and quality of education and outcomes.</p> <p>Awareness of Educational Landscape and the school's position within this</p>
Areas of Responsibility	<p>Overall responsibility to set the vision and values for the school while creating clear roles and responsibilities across all areas of the school to empower staff to develop their own specific operational focus. Achieving this while remaining accountable to key stakeholders and operationally driven to ensure the highest standards of education and professional standards.</p> <p>Including:</p> <ul style="list-style-type: none"> - Strategic direction of school development - Financial oversight with link to SDP - Line management of SLT - Link to all stakeholders e.g. governors and local authority - Community relations, marketing, reputation and admissions - Safeguarding lead including day to day and safer recruitment - Oversight of health and safety, wellbeing of staff and children and - Efficiencies of policies - Oversight of systems of quality assurance, curriculum, teaching/learning and SEN - Strategic planning and implementation of distributive leadership model - Oversight of all professional development and appraisal - Champion of vision and values - Accountable to governors, community, OFSTED and local authority
Line Management	Direct Line Management of all members of the SMT and for all teaching staff

SENCo	
Leadership Area	Inclusion/behaviour/wellbeing Inclusion systems and processes and the implementation of all waves of provision
Strategic Responsibilities	Strategic oversight of the quality of education that focuses on inclusion and its implementation across the school. This includes ensuring high standards of behaviour and the systems we follow for all areas involving send, pupil premium, EAL and mental health.
Operational Responsibilities	<ul style="list-style-type: none"> - Ensuring initial concerns, SEN support and EHCP children have their needs met through quality first teaching, intervention and external agency support -Ensuring parents understand the SEND pathway and help parents navigate through it -Ensuring staff have the logistical awareness of the SEND pathway and it is kept organized - To ensure the quality and day to day management of the inclusion team and their initiatives including PP, EAL and mental health.
Specific Responsibilities	<ul style="list-style-type: none"> -Leading the inclusion agenda across the school -Ensuring children at all stages of the SEND pathway have their needs met - To develop ordinarily available provision and support teachers in delivering this - To ensure PP strategy is implemented effectively - To ensure interventions and provision mapping are implemented effectively - To ensure EAL provision is effective - To ensure all mental health support is implemented effectively <p>Wellbeing</p> <ul style="list-style-type: none"> - To lead on the culture of behaviour and wellbeing across the school
Line Management	All support staff

School Business Manager	
Leadership Area	The business element of school life that includes finance, HR, premises and strategic planning
Strategic Responsibilities	Supporting the headteacher in ensuring all elements of schools business management and strategic thinking are accurate, well thought out and best for ensuring high educational outcomes and productive staff.
Operational Responsibilities	<ul style="list-style-type: none"> - Lead the operational and business element of school life - To ensure all elements of school communication is professional and in line with our values - To develop a frontward facing approach that ensures high levels of customer satisfaction - To ensure safer recruitment is always at the heart of what we do - To ensure all financial, HR and DFE returns are efficiently completed - To oversee the schools processes on spend, ordering and ensuring all staff have what they need to provide an excellent education
Specific Responsibilities	<ul style="list-style-type: none"> - To develop a sustainable school model that fits the current educational landscape - To keep up to date with all financial, H+S and HR regulations and ensure these high standards are maintained across the school - To create a warm and welcoming environment that provide the community with the information they need - To line manage systems and procedures based on key operational issues such as HR, finance, lettings, premises and wrap around care - To support the headteacher with all financial, HR and premises based strategic and then operational decisions
Line Management	School Cook (Shires), School Cleaner

Team Roles

Class Teachers	
Day to Day Responsibilities	<ul style="list-style-type: none"> - Promoting the vision and ethos of the school amongst their teams - To support the delivery of the curriculum - To understand school systems and support their team with the delivery of this - To support with wellbeing and behaviour of children across their phase - To understand data and assessments across the phase and support the children and team to ensure they reach their potential - To work with SLT to set the vision for the school and a SDP that helps us all get there
Subject Co-ordinator Responsibilities	<ul style="list-style-type: none"> -Vision for the subject - Setting the framework and structure for their subject (handbooks/policy) - Ensuring their subject has clear progression of knowledge over time - Quality assuring their subject to ensure quality implementation by staff -Supporting all staff in the development of their understanding of their subject and in turn helping them become better teachers - Understanding the impact of their subject and how well children achieve and the quality of assessment used - To review the strengths and weaknesses of their subject and develop it as needed - To ensure children have learnt the intended learning of their curriculum and can articulate it.
Line Management	Additional adult support within their class

Teaching Assistant	
Day to Day Responsibilities to support class teacher	<ul style="list-style-type: none"> -Work with the teacher to maintain an appropriate learning environment and to assist with the display of pupil's work. -Work with the teacher in routine lesson planning, evaluating and adjusting lessons/work plans as appropriate - Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives - Provide regular , objective and accurate feedback to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. - Be responsible for keeping and updating routine records as agreed with the teacher, contributing to reviews of systems/records as requested -Promote positive Christian values, attitudes and behaviour, dealing promptly with behaviours that challenge in line with established policy and encourage/promote reflective practice at all times
Pupil Responsibilities	<ul style="list-style-type: none"> -Establish productive working relationships with pupils, acting as a role model and setting high expectations -Promote the inclusion and acceptance of all pupils within the classroom -Support pupils consistently whilst recognising and responding to their individual needs - Promote positive behaviours in the learning environment by delivering agreed strategies and interventions - Encourage pupils to interact and work co-operatively with others and engage all pupils in activities - Promote independence and employ strategies to recognise and reward achievement of self-reliance - Provide feedback to pupils in relation to progress and achievement