**Appendix 1 Task 1**

**Task 1. Assess – Plan - Do**

**1a) Management Audit: Staffing Roles and Responsibilities**

| **Role** | **Summary of Responsibilities** | **Full time / part time with names** | **Focus** | **Line managed by** |
| --- | --- | --- | --- | --- |
| **Headteacher** | Overall leadership and management of the school, ensuring high standards of teaching and learning, strategic planning, and school improvement, delegated responsibility for the school budget, safeguarding. |  | Strategic leadership, school improvement, stakeholder engagement |  |
| **Senior Leadership Team (SLT)** | Supporting the headteacher in the strategic leadership of the school, leading specific areas such as curriculum, assessment, and pastoral care. |  | Curriculum development, assessment, pastoral care, staff development |  |
| **Middle Leadership Team** | Leading specific subjects or key stages, supporting teaching and learning, and contributing to school improvement planning. |  | Subject leadership, key stage coordination, teaching and learning support |  |
| **Finance Team** | Managing the school’s budget, financial planning, and ensuring financial compliance. |  | Budget management, financial planning, compliance |  |
| **Early Career Teachers (ECT)** | Delivering high-quality teaching and learning, participating in professional development, and contributing to school activities. |  | Teaching and learning, professional development |  |
| **ECT Mentor** | Supporting and mentoring early career teachers, providing guidance and feedback, and facilitating professional development. |  | Mentoring, professional development |  |
| **Teachers**  By year group | Planning and delivering lessons, assessing and reporting on pupil progress, and contributing to the wider school community.  Working within the expectations of the teaching standards. |  | Teaching and learning, assessment, school activities |  |
| **Year Group Leader / Phase Leader** | Leading a specific year group or phase, coordinating teaching and learning, and supporting staff within the phase. |  | Year group/phase leadership, teaching and learning coordination |  |
| **Teaching and Learning Coach** | Supporting teachers in improving their practice, providing coaching and feedback, and leading professional development sessions. |  | Teaching and learning improvement, coaching, professional development |  |
| **SENCo/InCo** | Coordinating special educational needs provision, supporting pupils with additional needs, and liaising with external agencies. |  | SEN provision, pupil support, external liaison |  |
| **Learning Support Staff** | Supporting pupils in their learning, working with teachers to deliver interventions, and providing additional support where needed. |  | Pupil support, interventions, additional support |  |
| **ELSA (Emotional Literacy Support Assistant)** | Supporting pupils’ emotional well-being, delivering interventions, and working with staff to promote emotional literacy. |  | Emotional well-being, interventions, emotional literacy |  |
| **HSLW (Home School Link Worker)** | Supporting the link between home and school, working with families to improve pupil outcomes, and providing support for vulnerable pupils. |  | Home-school link, family support, vulnerable pupils |  |
| **DSL/DDSLs (Designated Safeguarding Lead/Deputy Designated Safeguarding Leads)** | Leading safeguarding within the school, ensuring compliance with safeguarding policies, and providing training and support for staff. |  | Safeguarding, compliance, training |  |
| **Attendance Team** | Organize and implement strategies to improve student attendance and reduce chronic absenteeism. |  | Safeguarding, compliance, improving attendance |  |
| **Office/FO/Bursar/Other** | Managing administrative tasks, supporting the smooth running of the school, and ensuring compliance with policies and procedures. |  | Administration, compliance, school operations |  |
| **Site Management/Cleaning** | Maintaining the school premises, ensuring a safe and clean environment, and managing site-related issues. |  | Site maintenance, safety, cleanliness |  |
| **MDSA Team (Midday Supervisory Assistants)** | Supervising pupils during lunchtime, ensuring their safety and well-being, and promoting positive behaviour. |  | Lunchtime supervision, pupil safety, behaviour management |  |
| **Governors and Governance** | Providing strategic leadership, holding the headteacher to account, and ensuring the school meets its statutory obligations, financial probity. |  | Strategic leadership, accountability, statutory compliance |  |
| **Othe school specific role** |  |  |  |  |