

Roles and Responsibilities Policy

NOVEMBER 2012

It is the responsibility of all the staff in school to work together to ensure the highest possible quality of education is provided to the pupils at all times.

Governing Body

- Work in partnership with the Headteacher on the strategic management of the school.
- Decide the aims and statutory policies of the school and how the standards of education can be improved.
- Decide in general terms the conduct of the school.
- Assist the Headteacher and staff in drawing up the School Improvement Plan.
- Decide how the budget should be allocated and monitor spending.
- Ensure that a broad, balanced and relevant curriculum, including the National Curriculum and R.E. is taught and that overall results are reported as required by statute.
- Select the Headteacher and Deputy Headteacher.
- Appoint, promote, support and discipline other staff in consultation with the Headteacher.
- Act as a link with the local community.
- Draw up an action plan following Inspection and monitor how the plan is put into practice.

Headteacher

- Provide professional leadership in the overall work of the school and promote school improvement using the annual planning cycle.
- Liaise with the Governing Body in fulfilling its statutory duties and provide it with information about the work of the school.
- Co-ordinate systems which enable the school to monitor and evaluate its own performance.
- Be responsible for financial management under the direction of the Governing Body.
- Be responsible for premises management and Health and Safety issues under the direction of the Governing Body.
- Promote multi-agency working practices with colleagues from Health and Social Services.
- Promote partnership with parents and ensure that they are fully informed about the work of the school and the progress of their child.
- Liaise with the L.A. and external agencies as necessary on behalf of the school and its pupils.
- Co-ordinate arrangements for Safeguarding.
- Support Subject Leadership Teams in the development, implementation and review of subject action plans

- Facilitate the continuing development of a broad, balanced and relevant curriculum which provides for continuity and progression throughout the age range for which the school makes provision.
- Ensure all aspects of the Performance Management process are robust and effective.
- Act as an appraiser.
- In collaboration with the teaching members of the Leadership Team (LT), ensure a coherent whole school system for curriculum planning.
- Lead a team of teachers to monitor and evaluate the implementation of curriculum plans.
- Lead a team of teachers in taking responsibility for establishing priorities for current and future use of the curriculum budget. Monitor and evaluate this spending.
- Lead the further development of the whole school policy of Behaviour Management to ensure all pupils have maximum access to learning opportunities.

Deputy Headteacher

- Deputise for the Headteacher in their absence.
- As a member of the LT, assist the Headteacher in the overall strategic management and development of the school.
- Co-ordinate arrangements for Continuing Professional Development (CPD) in respect of all groups of staff.
- Be responsible for the induction of new staff and mentoring arrangements where appropriate to support staff in their professional duties.
- Develop school policy for the appraisal of all groups of staff and co-ordinate agreed systems.
- Prioritise expenditure on CPD.
- Keep records and monitor and evaluate the effectiveness of Staff Development.
- Co-ordinate day-to-day staffing and supply cover.
- Lead whole school policy to ensure the Spiritual, Moral, Social and Cultural development of pupils.
- Lead teaching and learning in an age-phase department of the school.
- Ensure the effective day-to-day organisation and administration of the department, including the deployment of staff.
- Lead Pupil Voice strategies in school
- Provide reports for the Governing Body/Headteacher as requested.
- Support Subject Leadership Teams in the development, implementation and review of subject action plans.
- In collaboration with the teaching members of the LT, ensure a coherent whole school system for curriculum planning.
- Lead a team of teachers to monitor and evaluate the implementation of curriculum plans.
- Lead a team of teachers in taking responsibility for establishing priorities for current and future use of the curriculum budget. Monitor and evaluate this spending.

Assistant Headteacher (Pupil progress)

- As a member of the LT, assist the Headteacher in the overall strategic management and development of the school.
- Act as an appraiser.
- Lead the development of systems to plan, promote, monitor and evaluate the progress of pupils.
- Be responsible for the further development of Individual Education Plans (IEPs), Annual Reviews and reports to parents.
- Co-ordinate statutory requirements in regard to baseline and end of Key Stage assessments.
- Collate information about the achievements and progress of pupils.
- Act as an appraiser to others staff in accordance with school policy.
- Undertake appropriate Professional Development to ensure current knowledge.
- Provide reports for the Governing Body/Headteacher as requested.
- Lead teaching and learning in an age-phase department of the school.
- Ensure the effective day-to-day organization and administration of the department, including the deployment of staff in liaison with the DHT.
- Lead on ICT working party.
- Support Subject Leadership Teams in the development, implementation and review of subject action plans.
- In collaboration with the teaching members of the LT, ensure a coherent whole school system for curriculum planning.
- Lead a team of teachers to monitor and evaluate the implementation of curriculum plans.
- Lead a team of teachers in taking responsibility for establishing priorities for current and future use of the curriculum budget. Monitor and evaluate this spending.

Advanced Skills Teacher

- As a member of the LT, assist the Headteacher in the overall strategic management and development of the school.
- Promote high standards of teaching and learning within the school.
- To support other schools in raising their standards in teaching and learning.
- Currently take the lead on assessment for pupils in Early Years.
- Support Subject Leadership Teams in the development, implementation and review of subject action plans.
- In collaboration with the teaching members of the LT, ensure a coherent whole school system for curriculum planning.
- Lead a team of teachers to monitor and evaluate the implementation of curriculum plans.
- Lead a team of teachers in taking responsibility for establishing priorities for current and future use of the curriculum budget. Monitor and evaluate this spending.

TLR 2a

- Lead the further development of their area of responsibility to ensure that all pupils have maximum access to learning opportunities.
- Implement, monitor and evaluate the policy.
- Develop and improve their area of responsibility in the curriculum including ensuring measurable outcomes for learners.
- Take a lead on staff development in their area of responsibility.
- Undertake appropriate professional development to ensure current knowledge.
- Provide reports for the Governing Body/Headteacher as requested.
- Lead teaching and learning in their subject area.

Class Teacher

- Plan, implement, record and evaluate an appropriate curriculum as defined in whole school policy.
- Formulate and evaluate IEPs in consultation with parents and other professionals.
- Provide for the pastoral care, support and guidance of pupils in liaison with parents and other professionals.
- Follow school policy in assessing, recording and reporting the progress of pupils.
- Provide a positive, interactive and stimulating learning environment.
- Arrange for the supervision and management of pupils to provide for their safety and welfare during the school day and ensure that their personal care needs are met.
- Deploy support staff, students and volunteers working with the class.
- Ensure registers are kept.
- Establish and maintain positive partnerships with parents.
- Attend school meetings and liaise with colleagues as appropriate.
- Undertake professional development.
- Contribute to the on-going development of the whole school.

Senior Teaching Assistants (age-phase)

- As a member of the LT, assist the Headteacher in the overall strategic management and development of the school.
- Work closely with the Department Co-ordinators in supporting the work of other TAs.
- Support the Deputy Headteacher in the induction of new TAs.
- Co-ordinate the work of students and volunteers working in the school.
- Act as an appraiser to TAs (grade E).
- Provide advice as to the CPD needs of TAs and contribute to the school CPD programme as appropriate.
- Carry out the duties of a TA2.

Senior TA (Behaviour)

- Support staff in the management of behaviour.
- Collate information in regard to behaviour records to enable the school to monitor its effectiveness.
- Undertake appropriate professional development to ensure current knowledge.
- Provide reports for the Governing Body/Headteacher as requested.
- Work flexibly under the direction of the Headteacher and Department Co-ordinators to promote positive behaviour in pupils across the whole school.
- Support the deputy Headteacher in the induction of new TAs.
- Act as an appraiser to TAs (grade E)
- Provide advice as to the continuing professional development needs of TAs and contribute to the school CPD programme as appropriate.
- Carry out Team Teach training as required
- Carry out the duties of a TA2

Teaching Assistant 2

- Work under the guidance and direction of the class teacher to promote pupil's learning.
- Contribute to planning and recording as part of the class team.
- Provide for the personal care needs and safety of pupils.
- Promote the physical, social and emotional well-being of pupils.
- Following training, give medication and carry out specific procedures associated with an individual pupil's needs.
- Ensure the implementation of any therapeutic programmes in liaison with the teacher and other professionals.
- Promote an attractive classroom environment and maintain resources to a good standard.
- Attend school meetings and liaise with colleagues as appropriate.
- Undertake Professional Development as appropriate to support their role in school.
- Undertake a Whole School Responsibility as agreed with the Headteacher.

Teaching Assistant 1

- Work under the guidance and direction of the class teacher to promote pupil's learning.
- Report back to the class teacher the responses of pupils' to activities.
- Provide for the personal care needs and safety of pupils.
- Promote the physical, social and emotional well being of pupils.
- Ensure the implementation of any therapeutic programmes in liaison with the teacher and other professionals.
- Assist in promoting an attractive classroom environment and maintain resources to a good standard.
- Attend school meetings within contractual hours.
- Undertake Professional Development as appropriate to support their role in school.

Swimming Instructor

- Plan and implement swimming sessions for all pupils in all age-phases.
- Keep records of pupils' achievements in swimming.
- Be responsible for ensuring Safe Operating Procedures in the swimming pool.
- Be responsible for general tidiness and the condition of equipment used in the pool and the general pool environment.

MDS Co-ordinator

- Undertake the usual duties of a Midday Supervisor.
- Facilitate communication between the LT and the MDS team.
- Arrange meetings between the MDS team and members of the SMT.
- Keep notes of any meetings.
- Advise the Headteacher and Deputy Headteacher on the effective deployment of the team.
- Maintain an awareness of the Professional Development needs within the team and disseminate information about opportunities in this area.

Midday Supervisor

- Assist pupils in eating their meal and developing associated skills.
- Undertake personal care of pupils as directed.
- Supervise and participate in play activities appropriate to the age and development of the pupils.
- Follow feeding, personal care or behavioural programmes specified for individual pupils.
- Maintain a safe and clean environment over the lunch period.
- Ensure the welfare and safety of pupils, reporting any accident, illness or injury to the School Nurse, Headteacher or classroom staff.

Business Manager

- As a member of the LT, assist the Headteacher in the overall strategic management and development of the school.
- Be responsible for the overall administrative arrangements in school.
- Be responsible for the overall management of the premises and site, including managing premises staff.
- Complete administrative procedures related to employment in liaison with L.A. staff.
- To function as line manager for support staff particularly within the site, cleaning, finance and admin departments and carry out performance management of the Site Manager, Office Manager, IT Network & Development Manager and Finance Assistant.
- Preparation for approval by the Governors, the annual budget of estimates of income and expenditure.
- To take delegated responsibility for financial decisions, following appropriate discussions with the Headteacher.

- To lead, operate, maintain and develop the financial procedures and systems of the school in co-operation with the LT and Governors.
- To advise the LT on matters relating to Finance, Personnel, Site, Cleaning and Support Staff issues.

Office Manager

- Responsibility for the overall administrative arrangements in school.
- To function as line manager for administrative staff and carry out their performance management.
- To develop and improve the effectiveness of the administration team and implement new procedures, systems management and office policies.
- To lead the planning, implementation, organisation and monitoring of office support systems and procedures to ensure the school keeps up-to-date with new developments.
- To be responsible for delegating general word processing, letters, forms, booklets, programmes, etc., to designated staff as appropriate and ensuring such tasks are completed to a professional and high standard.
- To be responsible for procedures for the admission to school premises of all visitors.
- Overall responsibility for the school lettings procedures, develop and generate income by marketing and advertising school facilities.
- To update policies, office guidelines and induction booklets as necessary.
- Responsible for entering pupil and attendance data on the school SIMS system.
- Responsible for the inventory and annual check of items.
- Administrative duties in connection with the employment of staff, advertising, information packs, correspondence, issuing job descriptions and reminder system for 6 month probationary meetings.
- Understanding and development of the role of the Review procedure.

Finance & Personnel Assistant

- Be responsible for day-to-day financial administration of the main school budget.
- Maintain Personnel and staff absence records using SIMS packages and complete returns to the L.A. and DfE as necessary.
- Administer the Petty Cash (Imprest) Account (from the main school budget), bank money and collect cash as necessary.
- Be responsible for the administration of the School Fund bank accounts.
- Maintain the school dinner money collection system and liaise with the cook.
- Produce Consistent Financial Reports and the Governors' Budget Plan and produce any other statistical information for LA and DFES as requested.
- Maintain accurate financial records and provide reports as requested to the Headteacher and Business Manager.
- Provide advice to the Business Manager in respect of financial commitments and monitor expenditure over the year.
- Be responsible for administrative procedures connected with the employment of staff through the E-Forms SAP system.

- Carry out administrative procedures in relation to supply staff claims and travel claims through the SAP system.
- Ordering of office and resource room supplies and care of equipment.
- Organise and maintain liaison with contracted services.

Review & Pupil Administrative Assistant

- Maintain Attendance, Pupil and Assessment records using SIMS packages and take up associated queries with the LA as requested.
- Maintain an efficient pupil filing system and archive material as appropriate.
- Responsibility and organisation of Annual Reviews as directed by the Headteacher and Business Manager. To include management of the timetable of reviews, invitations, booking of rooms, liaising with parents and professionals, preparing review templates and dealing with all associated paperwork to ensure the smooth running of the review system.
- Liaise with County Transport Section to ensure pupil records are kept up to date.

Administrative Assistant

- Provide a back-up reception service.
- Receive, check and distribute incoming mail in the absence of the receptionist.
- Frank and post outgoing mail.
- Receive, distribute and send e-mails as necessary from the main admin email address.
- Obtain supply cover for staff absence and ensure all absence is recorded.
- Co-ordinate completion of internal staff absence forms and entering information on Excel spreadsheet.
- Monthly staff absence reimbursement paperwork.
- Co-ordinate and carry out administrative procedures connected with lettings including raising invoices for these termly.
- Undertake word processing to produce documents, letters, reports and correspondence as directed by the Business Manager.
- Organise paperwork associated with minibus tests.
- Maintaining list of driving licence/insurance information for staff transporting pupils.
- Collection of information and photographs from classes for the termly Bulletin.
- Organise the meeting and community rooms to prepare for events, organise equipment and refreshments as directed by the Business Manager.
- Enter Accident Reports onto the SHE system as directed by the School Nurse.
- Updating medical information sheets as necessary.
- Maintain Excel spreadsheets to record staff training and renewal dates for those courses with an expiry date.
- Pupil awards paperwork.
- Liaise with County Transport Section and individual contractors to ensure the transport of pupils is managed effectively.
- Complete CPD records and book courses.

- Complete volunteer and student records in liaison with TA3's, maintaining the excel spreadsheet of contact details, etc.

Receptionist

- Provide a reception service for visitors and goods.
- Act as the initial point of contact for visitors and telephone callers.
- Receive, check and distribute incoming mail.
- Send faxes on behalf of school staff.
- Undertake word processing to produce documents, reports and correspondence as directed by the Business Manager.
- Undertake general administration tasks such as filing, copying, shredding and finding out information on behalf of staff.
- Organise the meeting and community rooms to prepare for events, organise equipment and refreshments as directed by the Business Manager.
- Assist in the maintenance of registers, class lists, transport information and schools meals lists and with the collection of statistical information as requested.
- Assist the Business Manager, IT Manager and Site Manager in maintaining the inventory of electrical and IT equipment.

IT Network and Development Manager

- Work closely with members of the ICT working party to enhance and develop systems/use of ICT for curriculum and admin.
- To provide reports and advise Governors on ICT initiatives, present short-term and long-term developments..
- Management of the schools admin and curriculum networks (including on-site mail services).
- Analytical fault diagnosis and repair of school IT systems.
- To manage, maintain and advise on the school website.
- To develop a vision and strategy for innovative use of ICT in a school setting involving infrastructure improvement and management of the ICT budget.
- To train and advise staff on using ICT as a teaching tool which will promote the use of ICT across the curriculum.
- To take a strategic lead in ICT elements of the development plan including proposals for the budget.
- To manage the ICT budget in liaison with the Business Manager, obtaining quotes and requesting orders to be raised as necessary.
- To advise on future requirements, taking into account budget restrictions.
- To draw up a rolling program of replacement hardware and other items necessary to fulfil the needs of the school.

Clerk to the Governing Body

- Draw up and circulate agendas for meetings of the Governing Body in liaison with the Chairman and Headteacher.
- Minute meetings of the Governing Body and undertake correspondence on their behalf.

- Provide information and advice to the Governing Body on procedural issues.
- Maintain an up to date register of Governors and advise as to their terms of office.
- Maintain the register of pecuniary interests.
- Attend L.A. briefing meetings for Clerks.
- Undertake appropriate training in support of the role that may be provided by the L.A.

Site Manager

- Under the direction of the Business Manager, to be responsible for providing flexible, efficient and effective running of the school premises, grounds and site to fulfil all school and community use of the school facilities.
- Responsibility for the security, safety, high quality cleanliness and maintenance of plant equipment for the whole site on a day-to-day basis.
- Ensure that the site provides a safe environment for pupils and staff.
- Ensure that any Health and Safety issues are reported to the Business Manager and/or Health & Safety Co-ordinator and to contribute to risk assessments.
- Oversee the work of the Assistant Caretaker, Lettings Caretakers and Cleaners and undertake emergency cleaning duties as necessary.
- Carry out performance management of the premises team in liaison with the Business Manager.
- To be responsible for ensuring that lettings are appropriately serviced in accordance with the school's policy and to plan all shift patterns to provide cover for events, staff annual leave and absences.
- Ensure the swimming pool is maintained and fit for use by carrying out daily checks and following maintenance procedures.
- Ensure all routine checks and maintenance routines are undertaken as required.
- Undertake repairs and call regular contractors to undertake maintenance work.
- Arrange for regular servicing as appropriate of all necessary equipment, e.g. fire equipment maintenance, sprinklers, etc.
- Supervise and undertake work on outside areas including lawn mowing, weed control, sweeping of leaves and general garden maintenance.
- Weekly meetings with the Business Manager to advise on premises issues and future requirements.
- Liaise with L.A. premises support staff and contractors working in the building as necessary.
- Move supplies, furniture and equipment as necessary.
- To provide written and oral reports for meetings and attend, when required.

Assistant Caretaker

- Take responsibility, in conjunction with the Site Manager, for the security of the whole site on a day-to-day basis.
- Ensure that the site provides a safe environment for pupils and staff.
- Ensure that any Health and Safety issues are reported to the Business Manager and/or Health & Safety Co-ordinator and contribute to risk assessments.
- Undertake repairs as instructed by the Site Manager.
- Complete all routine checks and undertake maintenance routines as required.
- Undertake work on outside areas including lawn-mowing, weed control, sweeping of leaves and general garden maintenance.
- Ensure the swimming pool is maintained and fit for use by carrying out daily checks and following procedures.
- Move supplies, furniture and equipment as necessary.

Lettings Caretaker

- Locking and unlocking of the premises and to take responsibility for the security of the whole site when on duty.
- Operate fire and security systems.
- Be the first point of contact for clients
- Attend to security to ensure there is no unauthorised access during the hire period.
- Cleaning designated areas or equipment as requested by the Site Manager or Business Manager.
- Ensure that any health and safety issues are reported to the Site Manager and contribute to risk assessments.
- Undertake regular cleaning of the swimming pool, specifically a jet clean of the pool and changing room areas when not in use.
- Carry out emergency cleaning duties arising throughout the lettings period
- Carry out regular visual checks on condition of soft play equipment

Cleaners

- Under the direction of the Site Manager, cleaners are responsible for a wide range of cleaning duties and responsibilities, ensuring that areas of work allocated are cleaned to a high standard/specification.
- To respond flexibly to changes in routine to support the requirements of the school.
- Cleaning of areas to include, but not limited to, washing of floors, walls, hard surfaces, etc; sweeping; vacuum cleaning; polishing and dusting of designated areas; toilets, showers and hygiene rooms; fixtures and fittings; internal glass.
- Removal of litter and waste to allocated disposal points.
- Cleaning of the swimming pool staff and girls/boys changing rooms
- Replenishing supplies of toiletries, plastic bags etc., as directed
- Working safely using correct warning signs, being mindful of hazards to other staff and pupils.
- Compliance with the Health & Safety practices of the site.

The following staff are based in the school but are employed by the NHS Trust.

Speech and Language Therapist

- Provide assessment of communication, eating and drinking, and interactive skills.
- Establish goals and objectives in these areas together with education staff.
- Devise, monitor and update individual programmes as appropriate.
- Undertake therapeutic intervention as appropriate.
- Develop and monitor augmentative communication strategies.
- Provide advice to parents and carers.
- Contribute to training for parents and carers.
- Keep records to NHS requirements.
- Provide advice for Statements, reviews and medicals.
- Undertake home visits.
- Supervise SLT students.
- Participate in Professional Development through NHS Trust.

Physiotherapist

- Provide assessment of physical skills.
- Establish goals and objectives in physical development together with education staff.
- Devise, monitor, and update individual programmes as appropriate.
- Undertake therapeutic intervention as appropriate.
- Work with Occupational Therapist (OT) to assess seating and equipment needs of pupils.
- Liaise with wheelchair and orthotic providers.
- Provide advice to parents and carers.
- Contribute to training for parents and carers.
- Provide advice re manual handling of individual pupils.
- Keep records to NHS requirements.
- Provide advice for Statements, reviews and medicals.
- Undertake home visits.
- Supervise Physiotherapy assistant/students
- Participate in Professional Development through NHS Trust.

School Nurse

- Administer medicines.
- Deal with medical emergencies.
- Provide advice and assist in the care of sick children.
- Provide First Aid in school.
- Contribute to Health Education.
- Organise routine medicals and Consultant clinics.
- Organise visits by the Audiologist, Chiropodist and School Dentist.
- Participate in Safeguarding procedures in liaison with Headteacher.
- Provide advice to parents and carers.
- Liaise with parents, Health and education professionals.
- Organise training visits by student nurses and Health Visitors.

- Keep records to NHS requirements.
- Provide advice for Statements, reviews and medicals.
- Take part in the schools' immunisation programme.
- Participate in Professional Development through NHS Trust.

Occupational Therapist

- Provide assessment of physical competence.
- Establish goals and objectives in functional development together with education staff.
- Devise, monitor, and update individual programmes as appropriate.
- Undertake therapeutic intervention as appropriate.
- Assess seating and equipment needs of pupils.
- Liaise with wheelchair and orthotic providers.
- Provide advice to parents and carers.
- Contribute to training for parents and carers.
- Provide advice re manual handling of individual pupils.
- Keep records to NHS requirements.
- Provide advice for Statements, reviews and medicals.
- Undertake home visits.
- Supervise OT assistant/students.
- Participate in Professional Development through NHS Trust.