

## Senior Leadership Team – Remits 2019/20

Post & Postholder	QIs	Responsibilities	Links
<p><b>Headteacher</b></p> <p><b>Graham Hamilton</b></p>	<p><b>1.2</b> Leadership of learning  <b>1.3</b> Leadership of change  <b>1.4</b> Leadership and management of staff</p> <p><b>2.7</b> Partnerships</p>	<p>Attainment Review  Complaints  Curriculum Strategy &amp; Design (with RI)  Finance/DSM (with LE)  Leadership development  Remembrance  School Ethos  School Fund  School Handbook  School Improvement Plan  School Working Time Agreement  Senior Student Council  SQIP (with RI)  Staffing (with RI)  Parent Council &amp; Other Parent Links  Whole School Council</p>	<p>Leadership, development and line management of:</p> <ul style="list-style-type: none"> <li>• Senior Leadership Team</li> </ul> <p>Link with:  Trade Unions</p>
<p><b>Business Manager</b></p> <p><b>Lorna Ewen</b></p>	<p><b>1.5</b> Management of resources to promote equity</p>	<p>Class cover (with RI)  Departmental Capitation  Financial procedures and processes  Health &amp; Safety incl. Fire Evacuation  SEEMiS (with NM)  SQA Coordinator  SQA &amp; Assessment Fortnight  Timetable (with RI)</p>	<p>Leadership and development of:</p> <ul style="list-style-type: none"> <li>• All non-teaching staff</li> </ul> <p>Line management of:</p> <ul style="list-style-type: none"> <li>• Non-teaching staff (Grade 5+)</li> </ul> <p>Link with:  Amey/PPP related issues</p>

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<p><b>Depute Headteacher</b></p> <p><b>Julie Statham</b> <b>(Wed – Fri)</b></p>	<p><b>2.1</b> Safeguarding and child protection</p> <p><b>2.4</b> Personalised support</p> <p><b>3.1</b> <i>Improving wellbeing, equality and inclusion</i></p> <p><b>2.6</b> Transitions</p> <p><b>3.3</b> Increasing creativity and employability</p>	<p>House: Allermuir (incl. transitions P7/S1, BGE/SP, school/positive destination, enrolments)</p> <p>Year Oversight S4 (incl. S4 Parents' Night)</p> <p><b>Support</b></p> <p>Assemblies</p> <p>Business Placements</p> <p>Careers</p> <p>Chaplaincy Link</p> <p>Child Protection Co-ordinator</p> <p>Cluster Link</p> <p>Ethos S1-4 (oversight of Ethos S5/6)</p> <p>GIRFEC</p> <p>House Council (A)</p> <p>Literacy across the School</p> <p>Personalised Support</p> <p>Promoting Achievement incl. Celebration of Achievement</p> <p>Rights Respecting School</p>	<p>Line Management of:</p> <p>CL English</p> <p>PSL Allermuir</p> <p>Support for Learning Leader</p> <p>Faculty Link with:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Support for Learning</li> <li>• Support for Pupils</li> </ul> <p>Link with:</p> <p>Group Tutors/Registration procedures</p>

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<p><b>Depute Headteacher (Acting)</b></p> <p><b>Mark Ayers (Mon-Tue)</b></p>	<p><b>2.5</b> Family learning  <b>2.7</b> Partnerships  <b>3.3</b> Increasing creativity and employability</p>	<p>House: Allermuir (incl. transitions P7/S1, BGE/SP, school/positive destination, enrolments)</p> <p>Year Oversight S1 (incl. S1 Parents' Night &amp; P7 Information Evening (Sep &amp; Jun))</p> <p><b>Support</b></p> <p>Activities Week  Attendance &amp; Punctuality  Behaviour Management  DYW &amp; College Links &amp; 16+  Family Learning  House Council (A)  Planners</p>	<p>Line Management of:  CL Expressive Arts  CL Modern Languages</p> <p>Faculty Link with:</p> <ul style="list-style-type: none"> <li>• Expressive Arts</li> <li>• Modern Languages</li> </ul>

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<p><b>Depute Headteacher</b></p> <p><b>Ross Isdale</b></p>	<p><b>1.1</b> Self-evaluation for self-improvement</p> <p><b>2.2</b> Curriculum</p> <p><b>2.3</b> <i>Learning, teaching and assessment</i></p> <p><b>2.6</b> Transitions</p> <p><b>2.7</b> Partnerships</p> <p><b>3.3</b> Increasing creativity and employability</p>	<p>House: Braidlaw &amp; Darrach (incl. transitions P7/S1, BGE/SP, school/positive destination, enrolments)</p> <p>Year Oversight S2 &amp; 5 (incl. S2 &amp; S5/6 Parents' Night &amp; S5 Information Evening)</p> <p><b>Learning, Teaching &amp; Assessment</b></p> <p>Assessment (not SQA)</p> <p>Calendar</p> <p>House Council (B &amp; D)</p> <p>IT across the School</p> <p>Learning &amp; Teaching</p> <p>New Staff Induction</p> <p>School Communications &amp; Press Links</p> <p>Self Evaluation for Self Improvement (incl. QA &amp; SCE)</p> <p>SQIP (with GH)</p> <p>Timetable &amp; Course Choice</p> <p>Tracking &amp; Reporting</p>	<p>Line Management of:</p> <p>CL Social Subjects</p> <p>CL Tech: FCT &amp; DT</p> <p>CL Tech: Business &amp; Computing</p> <p>PSL Braidlaw</p> <p>PSL Darrach</p> <p>Faculty Link with:</p> <ul style="list-style-type: none"> <li>• Social Subjects</li> <li>• Technologies: Business &amp; Computing</li> <li>• Technologies: FCT &amp; DT</li> </ul> <p>Link with:</p> <p>Administrative Staff &amp; Librarian</p>

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<p><b>Depute Headteacher</b></p> <p><b>Alice Clegg</b></p>	<p><b>2.2</b> Curriculum</p> <p><b>3.2</b> <i>Raising attainment and achievement</i></p> <p><b>2.6</b> Transitions</p> <p><b>2.7</b> Partnerships</p> <p><b>3.3</b> Increasing creativity and employability</p>	<p>Houses: Caerketton (incl. transitions P7/S1, BGE/SP, school/positive destination, enrolments)</p> <p>Year Oversight S3 &amp; 6 (incl. S3 Parent' Night &amp; S6 Information Evening, Whole School Council, Prefects)</p> <p><b>Raising Attainment &amp; Achievement</b></p> <p>Career Long Prof. Learning</p> <p>Christmas Concert</p> <p>Commemoration Evening</p> <p>Depute Child Protection Co-ordinator</p> <p>Health &amp; Safety</p> <p>House Council (C)</p> <p>Numeracy across the School</p> <p>PRD</p> <p>School/College Partnerships</p> <p>School Excursions</p> <p>SEEMiS (with LE)</p> <p>SQA (with LE)</p> <p>SQA &amp; Assessment Fortnight</p> <p>Staff Handbook</p> <p>Students and Probationers</p> <p>UCAS</p> <p>Whole School Challenge</p>	<p>Line Management of:</p> <p>CL HWB</p> <p>CL Mathematics</p> <p>CL Science</p> <p>PSL Caerketton</p> <p>Faculty Link with:</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing</li> <li>• Mathematics</li> <li>• Science</li> </ul> <p>Link with:</p> <p>Technicians &amp; Dining Room</p>