

## St Stephens Community Academy - Leadership and Staffing Structure – 2014/15

**Key responsibilities are reflected in each individual job description. These are reviewed on an annual basis during the Autumn PM meeting.**

This structure was reviewed and agreed by the local governing body in Autumn Term 14.

### Abbreviations

SLT = Senior Leadership Team  
TA = Teaching Assistant  
MAT = Multi Academy Trust  
MTA = Meal Time Assistants  
CiC = Children in Care  
TaC = Team around the Child  
CAF = Common Assessment Framework  
VLE = Virtual Learning Environment

### Structure Key

Blue = Senior leadership  
Yellow = Teaching staff  
Purple = Senior teaching assistants  
Pink = Senior admin staff



**An Daras**  
Multi Academy Trust

Staff Name:	Job Designation:	Line Managed by:	Line Manages:	Key Responsibilities:	Related Responsibilities:
<b>Will Hermon</b> (F/T)	<ul style="list-style-type: none"> <li>Executive Head teacher</li> </ul>	MAT Board of Directors	MAT SLT MAT improvement officer Academy business manager Trainee teachers	<b>MAT:</b> <ul style="list-style-type: none"> <li>Strategic leadership</li> <li>MAT performance analysis</li> <li>MAT attainment and standards</li> <li>Quality of teaching/learning monitoring</li> <li>MAT Improvement Plan (MATIP)</li> <li>MAT budget setting</li> <li>MAT Health and safety/risk assessment</li> <li>Staff appointments</li> <li>MAT INSET programme</li> <li>Associate tutor – Initial Teacher Training</li> <li>MAT senior leadership team</li> <li>Co-designated CiC officer</li> <li>Board of directors/sub-committees</li> <li>Behaviour policy and process</li> <li>Performance management/SLT/admin team</li> </ul> <b>Curriculum:</b> <ul style="list-style-type: none"> <li>Overall curriculum design</li> </ul>	Children's Centre Governance - Locality Board Chair
<b>Theresa Mills</b> (F/T)	<ul style="list-style-type: none"> <li>Head of School</li> <li>Assessment leader</li> </ul>	Executive Head teacher	Lead Practitioner Key stage leaders Safeguarding Manager Teachers Office administrators Teaching assistants NQTs Trainee teachers Meal time assistants	<b>Whole School:</b> <ul style="list-style-type: none"> <li>Operational leadership</li> <li>Quality of teaching/learning</li> <li>School/MAT senior leadership team</li> <li>Academy improvement plan</li> <li>Academy SEF</li> <li>Staff Professional Development</li> <li>Teaching non-negotiables</li> <li>Assessment and data analysis</li> <li>Performance management – lead practitioner, inclusion leader, safeguarding manager</li> <li>Senior Designated Child Protection Officer</li> </ul>	AST NAHT National Executive Film club

				<ul style="list-style-type: none"> <li>• <i>Timetabling</i></li> <li>• <i>Behaviour policy implementation</i></li> <li>• <i>Academy health and safety/risk assessments</i></li> <li>• <i>School closure in emergency</i></li> <li>• <i>Local Governing Advisory Body</i></li> <li>• <i>NQT mentoring</i></li> <li>• <i>Associate and link tutor – Initial Teacher Training</i></li> <li>• <i>TA/MTA staff appointment</i></li> </ul> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>• <i>Assessment across the curriculum</i></li> <li>• <i>Implementation/provision of curriculum</i></li> <li>• <i>QA of lesson planning and provision</i></li> </ul> <p><b>Pupils:</b></p> <ul style="list-style-type: none"> <li>• <i>Pupil attainment and progress</i></li> </ul>	
<b>Helen Hudson (F/T)</b>	<ul style="list-style-type: none"> <li>• Lead Practitioner</li> <li>• Year 6 class teacher</li> </ul>	Head of School	Key Stage leaders Class TA	<p><b>Whole School:</b></p> <ul style="list-style-type: none"> <li>• <i>Leads school in absence of HoS</i></li> <li>• <i>School senior leadership team</i></li> <li>• <i>MAT Senior Leadership Team</i></li> <li>• <i>Teaching and learning quality improvement and internal CPD delivery</i></li> <li>• <i>PE funding provision and impact</i></li> <li>• <i>Y6 to Y7 transition</i></li> <li>• <i>Performance management - KS leaders</i></li> </ul> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>• <i>Personal and Emotional Well-being domain leader</i></li> <li>• <i>Curriculum provision monitoring</i></li> <li>• <i>Outdoor education leader</i></li> </ul> <p><b>Class:</b></p> <ul style="list-style-type: none"> <li>• <i>Class 6 attainment and progress</i></li> </ul>	KS2 netball club KS2 sports Sports days
<b>Amy Elson (F/T)</b>	<ul style="list-style-type: none"> <li>• EYFS/KS1 team leader</li> <li>• EYFS class teacher</li> </ul>	Head of School Lead Practitioner	KS1 teachers Class TA	<p><b>Whole School:</b></p> <ul style="list-style-type: none"> <li>• <i>Foundation Stage/Early Years Leader</i></li> <li>• <i>Pre-School – FS transition</i></li> <li>• <i>FS-KS1 transition</i></li> <li>• <i>KS1 leader and KS1 achievement/standards</i></li> <li>• <i>School senior leadership team</i></li> <li>• <i>Leads school in absence of HoS and LP</i></li> <li>• <i>Performance management – KS1 team</i></li> </ul> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>• <i>EYFS curriculum provision</i></li> <li>• <i>KS1 curriculum provision</i></li> </ul> <p><b>Class:</b></p> <ul style="list-style-type: none"> <li>• <i>Class F attainment and progress</i></li> </ul>	County Representative for EYFS FS/KS1 club

<b>Abby Bassett (F/T)</b>	<ul style="list-style-type: none"> <li>KS2 team leader</li> <li>English and domain leader</li> <li>G+T leader</li> <li>Year 5 teacher</li> </ul>	Head of School Lead Practitioner	RWInc TAs G+T TA Class TAs	<b>Whole School:</b> <ul style="list-style-type: none"> <li>KS2 leader and KS2 achievement/standards</li> <li>Gifted and Talented leader</li> <li>Independent learning skills leader</li> <li>Performance management KS2 team</li> </ul> <b>Curriculum:</b> <ul style="list-style-type: none"> <li>English domain leader (Reading, Writing, EGPS, Speaking and Listening)</li> <li>Read Write Inc (phonics) leader</li> </ul> <b>Class:</b> <ul style="list-style-type: none"> <li>Class 5 attainment and progress</li> </ul>	KS2 club
<b>Lynn Murphy (P/T)</b>	<ul style="list-style-type: none"> <li>Inclusion Leader/SENDCo</li> <li>PPA teacher</li> </ul>	Head of School Lead Practitioner	PPG Teacher SEND TAs	<b>Whole School:</b> <ul style="list-style-type: none"> <li>SEND leader</li> <li>SEND/PPG TA leader (incl CPD)</li> <li>Inclusion/PPG leader - Intervention/support provision and PPG attainment and standards</li> <li>Co-designated CiC officer</li> <li>"Pupil Voice" leader</li> <li>Residential trip leader</li> <li>School senior leadership team</li> <li>TAC/CAF lead</li> <li>Performance management/SEND TA</li> <li>"Achievement for All"/"Thrive" project lead</li> <li>SCITT mentor for students</li> </ul>	KS2 Club
<b>Debbie Bartlett (F/T)</b>	<ul style="list-style-type: none"> <li>Area Resource Base teacher (class 7)</li> <li>Faith and Belief Leader</li> </ul>	Head of School Lead Practitioner	ARB TAs	<b>Whole School:</b> <ul style="list-style-type: none"> <li>Inclusion opportunities for ARB in Mainstream</li> <li>Assessment support/moderation for PScals</li> </ul> <b>Curriculum:</b> <ul style="list-style-type: none"> <li>Faith and Belief domain leader</li> </ul> <b>Class:</b> <ul style="list-style-type: none"> <li>Class 7 attainment and progress</li> </ul>	KS1 or KS2 club
<b>Sharon Neale (F/T)</b>	<ul style="list-style-type: none"> <li>Mathematics domain leader</li> <li>Computing domain leader</li> <li>Year 4 class teacher</li> </ul>	Lead Practitioner KS2 team leader	Class TA	<b>Whole School:</b> <ul style="list-style-type: none"> <li>EAL leader</li> <li>VLE leader</li> </ul> <b>Curriculum:</b> <ul style="list-style-type: none"> <li>Numeracy domain leader</li> <li>Computing domain leader</li> <li>MFL leader</li> </ul> <b>Class:</b> <ul style="list-style-type: none"> <li>Year 4 attainment and progress</li> </ul>	KS2 club
<b>Leah Bowden (F/T)</b>	<ul style="list-style-type: none"> <li>Art and Creativity domain leader</li> </ul>	Lead Practitioner KS1 team leader	Class TA	<b>Whole School:</b> <ul style="list-style-type: none"> <li>Healthy Schools</li> <li>PTFA Link</li> </ul>	KS1 club

	<ul style="list-style-type: none"> <li>Year 1 class teacher</li> </ul>			<b>Curriculum:</b> <ul style="list-style-type: none"> <li>Art and Creativity domain leader</li> </ul> <b>Class:</b> <ul style="list-style-type: none"> <li>Year 1 attainment and progress</li> <li>Year 1 phonics standards</li> </ul>	
<b>Toby Wilson (F/T)</b>	<ul style="list-style-type: none"> <li>Science and Technology domain leader</li> <li>Year 2 class teacher</li> </ul>	Lead Practitioner KS1 team leader	Class TA	<b>Curriculum:</b> <ul style="list-style-type: none"> <li>Science and Technology domain leader</li> </ul> <b>Class:</b> <ul style="list-style-type: none"> <li>Year 2 attainment and progress</li> </ul>	KS2 football club
<b>Sheevaun Manning (F/T)</b>	<ul style="list-style-type: none"> <li>Faith and Belief domain leader</li> <li>Year 3 class teacher</li> </ul>	Lead Practitioner KS2 team leader	Class TA	<b>Curriculum:</b> <ul style="list-style-type: none"> <li>Time and Place domain leader</li> </ul> <b>Class:</b> <ul style="list-style-type: none"> <li>Year 3 attainment and progress</li> </ul>	KS2 club
<b>Carol Spence (F/T)</b>	<ul style="list-style-type: none"> <li>HLTA</li> </ul>	Head of School Lead Practitioner Inclusion Leader	-	<ul style="list-style-type: none"> <li>HLTA class cover</li> <li>TA peer support and training</li> </ul>	
<b>Sharon Baxter (F/T)</b>	<ul style="list-style-type: none"> <li>SEND HLTA</li> <li>Parent Support Advisor</li> <li>Senior MTA</li> </ul>	Head of School Lead Practitioner Inclusion Leader	MTAs	<ul style="list-style-type: none"> <li>Specialist SEND provision</li> <li>HLTA class cover</li> <li>Parent support services</li> <li>MTA deployment</li> </ul>	
<b>Marg Basford (P/T)</b>	<ul style="list-style-type: none"> <li>MAT Business Manager</li> </ul>	Executive Head Teacher	MAT Administrative staff MAT Premises staff	<ul style="list-style-type: none"> <li>MAT project management</li> <li>MAT sites and buildings maintenance</li> <li>MAT health and safety</li> <li>Supply cover arrangements</li> <li>Budget setting and management</li> <li>SIMS systems</li> <li>Finance policies</li> <li>Finance systems</li> </ul>	
<b>Claire Paul (P/T)</b>	<ul style="list-style-type: none"> <li>MAT Child Protection and Safeguarding Manager</li> </ul>	Executive Head Teacher Head of School	-	<ul style="list-style-type: none"> <li>MAT Child protection policies</li> <li>Deputy Designated Child Protection Officer</li> <li>MAT staff INSET - safeguarding</li> <li>MAT staff induction</li> <li>MAT anti bullying procedures</li> <li>Child protection meetings</li> <li>Single Central Record</li> </ul>	RWinc assessments

Signed..... Executive Head Teacher

Signed ..... Chair of Local Governing Advisory Body

Date.....

# Performance Management Structure

