



WINCHBURGH ACADEMY

SMT Remits (May 2022)

“Decades of education research support the idea that by **teaching less and providing more feedback, we can produce greater learning.**”

— Grant Wiggins, Author

Agreed 31st May, 2022

Mr. J Mitchell

HT & Our Academy Director (Strategic Change & Improvement)

Head Teacher

Leadership of Change

HGIOS 4 QI Responsibility – Overall leadership of all QIs – key areas **1.1, 1.2, 1.3, 1.4, 1.5**

- Lead School Improvement Planning
- Leadership of Learning
- Lead change
- Self – Evaluation for School Improvement Overview
- Raising Attainment & Achievement Overview
- Leadership of Pupil Equity Fund, SAC & Closing the Poverty Related Attainment Gap
- Overall Strategic Leadership & Management of the School
- Provide the school with a clear vision, shared values and aims
- Provide strong leadership, management and strategic direction to all colleagues to improve outcomes for learners
- Overall responsibility for curriculum
- Line manager for DHT/SLT
- Managing and monitoring of SLT remits
- Promote a positive ethos in the school community
- Promote a strong sense of pride and achievement within the school community
- Overall responsibility for staffing
- Staff Welfare Officer 1
- Responsibility for managing & supporting staff attendance following WLC framework – absence management
- Staff remits
- Staff recruitment, appointments and references
- Pupils and staff health & wellbeing
- Overall leadership/management of staff attendance
- Overall responsibility for pupil punctuality and attendance working with all staff
- Responsibility for school budget
- Overall responsibility for promoting positive learning and relationships
- Overall responsibility for Child Protection
- Overall responsibility for Adult protection
- Liaison with Professional Associations
- Link with Partner Primary Head Teachers
- Senior Learner Coordinator (initial LA and St.Ms partnerships)
- SLT advisor to the Pupil Parliament/Student Council
- Joint chair of SRG (responsibility for school calendar & WTA)
- Overall responsibility for health and safety
- Lead SMT, SLT and other related meetings
- Implementation of national and local policy
- Consultation with parents, pupils and staff
- Professional Advisor to Parent Council
- School Newsletters
- Overview of school functions and excursions
- Link with ABSM (Admin/Clerical Team/Facilities Management)

Faculty Link – Language & Society, Maths & Tech & Science & Art. (Includes supporting improving learning, Faculty link meetings, attendance at faculty meetings as appropriate, supporting curriculum planning, self-evaluation, support and challenge, FIP reviews, assessment and achievement matters)

Mr Kerr (DHT)

'Our Academy' Director of Curriculum, Partnerships & Achievement

DHT – Curriculum (including TT & Staffing), Partnerships, Attainment & Achievement (including Data Analysis)
HGIOS 4 QI Responsibility – **2.2, 2.4, 2.7, 3.2 (2.3 with HT)**

- School Improvement Planning and School Improvement Reporting with HT (all SLT)
- Deputising for HT when out of school
- Improving learning & building capacity
- Leadership & responsibility for design and updating of school timetable including coordination of SEEMIS administration
- Staff Welfare Officer 2
- College Links & Partnerships
- SEEMIS Overview
- School Handbook
- Overall responsibility for curriculum including rationale and pathways
- Future Fridays Lead including planning and evaluating impact on young people
- Daily cover arrangements including liaising with WLC personnel and supply staff
- Responsibility for school assemblies'/morning meetings/briefings programme and arrangements including Chaplaincy/RO
- Responsibility for updating HT on all staffing and cover arrangements
- Overall staffing with HT, attending staffing meetings with HT as and when appropriate
- Lead and arrange INSET & CLPL Programme with HT & Our Academy Director of Strategic and Technical Performance (CLPL)
- Strategic Lead for all data (CAT/SNSA) to inform improvements including analysis and reporting – leading on self-evaluation strategies & systems (with HT), including BGE Assessment & Moderation strategies in partnership with associated primary schools
- Preparation and monitoring of department and school attainment target setting including WLC ongoing submissions
- Tracking, Monitoring & Reporting (including Parents Evenings/Consultations/Showcase)
- House System, Ethos and Activities
- Parents Consultation Evenings
- Annual Prize-giving/Awards Ceremony
- Student & Probationer Co-ordinator
- Pupil supervision at social times (including beginning and end of school day routines)

Year Head – S1. (Includes covering all relationship and well-being matters – liaising as appropriate with PT PS, QA of year group reports, pupil admissions, leading year group assemblies with relevant PT PS and any other year group specific matters)

Faculty Lead/Link – Sports, Performance & Health (PE, Music & HE) & Pupil Support (Includes supporting improving learning, Faculty link meetings, attendance at faculty meetings as appropriate, supporting curriculum planning, self-evaluation, support and challenge, FIP reviews, assessment and achievement matters)

OTHER APPROPRIATE & RELEVANT DUTIES AS ALLOCATED BY HT

Ms. Brydon

ABSM & Our Academy Director of Finance, Resources & Business

- Responsibility for uniform and liaising with pupils, parents, suppliers as appropriate
- Staff handbook
- School Fund
- Health & Safety Officer & Fire Safety/Emergency Event & Exit Officer
- Risk Assessments
- Sphere system coordinator (incident recording system)
- SEEMIS Coordinator (working with Admin Assistant)
- School Comms. Director including Group-call/Ipay/Parent Portal Coordination
- Line manager/leader for school administration team
- School link for Facilities Management Team (FMAs, Cleaning & Catering)
- Business partner link
- School Excursions Officer
- School finance & DMR Officer and advisor to HT
- Staffing & Budget Advisor with DHT & HT
- HR/Payroll advisor
- Staff attendance and support advisor
- First Aid coordinator for staff training
- Procurement, Resourcing. Orders & Requisition (PECOS)

Our Academy Director of Well-being, Safeguarding and Inclusion

PT – Pupil Support, Well-being, Safeguarding & Inclusion

HGIOS 4 QI Responsibility – **2.1, 2.6, 3.1**

Whole School Strategic Leadership of:

Our Academy Well-being Across Learning Strategy Lead (Champion/Co-ordinator)

Our Academy Parliament/Student Council Lead (Co-ordinator)

Lead on Our Academy Positive Relationships/Equality/Equity Policy including rewards systems and leading our Relationships School Improvement Team

- School Improvement Planning & School Improvement Reporting with HT (all SLT)
- Responsibility for Pupil Support
- Responsibility for the leadership, good management and strategic direction of the pastoral care and support of young people within the designated case-load
- Work in partnership with pupils, parents/carers, partners (including external agencies) and staff to plan, implement and review support strategies as relevant for young people (Coordination of CPMs, GIRFEC procedures/approaches)
- Responsibility for case-load PPR and record keeping as appropriate/essential
- Curriculum development/improvement of Personal and Social Education and Well-being programmes and curricular areas (including working in partnership with colleagues to ensure high quality inter-disciplinary and creative approaches to learning, teaching, curriculum and assessment)
- Assessing, tracking/monitoring and reporting on the work and progress of students
- Improving student achievement and attainment (including wider achievement)
- Providing advice, feedback and guidance to students, colleagues and parents/carers
- Teaching assigned classes together with excellent preparation and feedback
- Contribute to the positive ethos and wider needs of the school community including promoting positive relationships and behaviours in consideration of the UNCRC Rights of the Child (including accreditation)
- Commitment to Career Long Professional Learning (CLPL)
- Support the implementation of related whole school policies
- Partnership working with colleagues, parents, partners (including external agencies) and staff in other schools
- Actively contribute to and support the wider life and ethos of the school (including school/community events, activities and clubs)
- Support high quality digital learning to support young people fully
- Monitor, support and evaluate the work and practice of allocated Pupil Support Worker(s)
- Ensure that available resources are appropriately allocated and utilised in line with school policies
- Responsibility for Additional Support Needs & Support for Learning
- Responsibility for transition arrangements, links & events including Enhanced Transition programmes
- Key responsibilities for Child Protection & Safeguarding
- Care experienced children coordinator
- School Counsellor Link/Coordinator (including appropriate referral and support strategies)
- Health Care plans, GIRFEC coordinator
- Coordinate links with external agencies including SW, NHS, Ed Psych, ASM, School Counsellor
- Key responsibility for attendance/late-coming/absence – systems and strategies
- Contribute to pupil supervision at social times as appropriate

OTHER APPROPRIATE & RELEVANT DUTIES AS ALLOCATED BY HT

Our Academy Director Strategic & Technical Performance (CLPL)

PT – Language, Literacy & Society

HGIOS 4 QI Responsibility – 1.2

Whole School Strategic Leadership of:

Staff Professional Learning Programmes/Events, including leading CLPL Working Group and impact reporting

Lead on Our Academy Learning, Teaching & Assessment Toolkit/Policy (including digital policy)

Professional & Practitioner Enquiry and Collegiate Learning Culture

Our Academy Literacy Across Learning Strategy Lead (Champion/Co-ordinator)

- School Improvement Planning & School Improvement Writing with HT (all SLT)
- Responsibility for the leadership, good management and strategic direction of the English, Language & Humanities curricular areas (including English, Modern Languages, Social Subjects and RME)
- Key responsibility for improving literacy skills and achievement across areas of young peoples' learning
- Key responsibility for Staff INSET coinciding directly with school improvement plan and Our Academy values, vision, aims
- Lead, motivate and support a small team of colleagues to work innovatively, creatively and skilfully to meet the unique needs of the identified curricular areas and of the school
- Quality Improvement to ensure the highest quality student opportunities and experiences
- Curriculum development/improvement within the English, Languages & Humanities curricular areas (including working in partnership with colleagues to ensure high quality inter-disciplinary and creative approaches to learning, teaching, curriculum and assessment)
- Assessing, tracking/monitoring and reporting on the work and progress of students
- Improving student achievement and attainment (including wider achievement)
- Providing advice, feedback and guidance to students, colleagues and parents/carers
- Teaching assigned classes together with excellent preparation and feedback
- Support the wellbeing, pastoral support and guidance of all young people and colleagues
- Contributing to the positive ethos and wider needs of the school community including promoting positive relationships and behaviours in consideration of the UNCRC Rights of the Child
- Commitment to Career Long Professional Learning (CLPL) and support colleagues with their identified CLPL action plans
- Support the implementation of all whole school policies
- Partnership working with colleagues, parents, partners and staff in other schools
- Actively contribute to and support the learning, teaching and assessment associated within WLC's Virtual Campus model/programme
- Actively contribute to and support the wider life and ethos of the school (including school/community events, activities and clubs)
- Lead and support high quality digital learning within the English, Language & Humanities curricular areas
- Contribute to pupil supervision at social times as appropriate

OTHER APPROPRIATE & RELEVANT DUTIES AS ALLOCATED BY HT

Miss. L Duffin

Our Academy Director of Skills & Employability

PT – Maths & Technology

HGIOS 4 QI Responsibility – **3.3**

Whole School Strategic Leadership for:

Our Academy Skills Framework

Employability & Careers

Responsibility for BGE Profiling (culminating at the end of S3)

Positive Progression Pathways/Post School Sustained Destinations

Our Academy Numeracy Across Learning Strategy Lead (Champion/Co-ordinator)

- Support school STEAM Strategy (with S McCallum, STEAM lead)
- Responsibility for building strong and effective curricular and wider life of the school partnerships with business, further/higher education and employers including arranging Careers Fayre/employer breakfasts and other associated events
- School Improvement Planning and School Improvement Reporting with HT (all SLT)
- Responsibility for the leadership, good management and strategic direction of the Maths, CDT, Business & Computing curricular areas
- Key responsibility for improving numeracy skills and achievement across areas of young peoples' learning
- Lead, motivate and support a small team of colleagues to work innovatively, creatively and skilfully to meet the unique needs of the identified curricular areas and of the school
- Quality Improvement to ensure the highest quality student opportunities and experiences
- Curriculum development/improvement within relevant curricular areas (including working in partnership with colleagues to ensure high quality inter-disciplinary and creative approaches to learning, teaching, curriculum and assessment)
- Assessing, tracking/monitoring and reporting on the work and progress of students
- Improving student achievement and attainment (including wider achievement)
- Providing advice, feedback and guidance to students, colleagues and parents/carers
- Teaching assigned classes together with excellent preparation and feedback
- Support the wellbeing, pastoral support and guidance of all young people and colleagues
- Contributing to the positive ethos and wider needs of the school community including promoting positive relationships and behaviours in consideration of the UNCRC Rights of the Child
- Commitment to Career Long Professional Learning (CLPL) and support colleagues with their identified CLPL action plans
- Support the implementation of whole school policies
- Partnership working with colleagues, parents, partners and staff in other schools
- Actively contribute to and support the learning, teaching and assessment associated within WLC's Virtual Campus model/programme
- Actively contribute to and support the wider life and ethos of the school (including school/community events, activities and clubs)
- Lead and support high quality digital learning within the relevant curricular areas
- Contribute to pupil supervision at social times as appropriate

OTHER APPROPRIATE & RELEVANT DUTIES AS ALLOCATED BY HT

Our Academy Director of Family Learning & Community Operations/Events

PT – Science & Art

HGIOS 4 QI Responsibility – 2.5

Whole School Strategic Leadership for:

Our Academy Family Learning Programmes (Engaging Families in Learning)

Wider Life & Ethos – School Events (including Community Building Events – Social/Charity/Awards Events)

Our Academy STEAM Strategy Lead (Champion/Co-ordinator)

Eco-Schools coordinator (including accreditation)

- School Improvement Planning and School Improvement Reporting with HT (all SLT)
- Responsibility for the leadership, good management and strategic direction of the Science and Art areas
- Lead, motivate and support a small team of colleagues to work innovatively, creatively and skilfully to meet the unique needs of the identified curricular areas and of the school
- Quality Improvement to ensure the highest quality student opportunities and experiences
- Curriculum development/improvement within relevant curricular areas (including working in partnership with colleagues to ensure high quality inter-disciplinary and creative approaches to learning, teaching, curriculum and assessment)
- Assessing, tracking/monitoring and reporting on the work and progress of students
- Improving student achievement and attainment (including wider achievement)
- Providing advice, feedback and guidance to students, colleagues and parents/carers
- Teaching assigned classes together with excellent preparation and feedback
- Support the wellbeing, pastoral support and guidance of all young people and colleagues
- Contributing to the positive ethos and wider needs of the school community including promoting positive relationships and behaviours in consideration of the UNCRC Rights of the Child
- Commitment to Career Long Professional Learning (CLPL) and support colleagues with their identified CLPL action plans
- Support the implementation of whole school policies
- Partnership working with colleagues, parents, partners and staff in other schools
- Actively contribute to and support the learning, teaching and assessment associated within WLC's Virtual Campus model/programme
- Actively contribute to and support the wider life and ethos of the school (including school/community events, activities and clubs)
- Lead and support high quality digital learning within the relevant curricular areas
- Contribute to pupil supervision at social times as appropriate

OTHER APPROPRIATE & RELEVANT DUTIES AS ALLOCATED BY HT

Main Roles & Whole School Summary

J Mitchell	C Kerr	J Brydon	S Oliver	K Borthwick	L Duffin	S McCallum
HT Leadership of Change Academy Director	DHT Director of Curriculum, Partnerships & Achievement	ABSM	PT Pupil Support Director of Wellbeing, Safeguarding & Inclusion	PT Language & Society Director of Strategic & Technical Performance	PT Maths & Technologies Director of Skills & Employability	PT Science & Art
QI 1.1, 1.2, 1.3, 1.4, 1.5	QI 2.2, 2.4, 2.7, 3.2 (2.3 with HT)	Management of school budget, resources & requisitions	QI 2.1, 2.6, 3.1	QI 1.2 (with HT & DHT)	QI 3.3	QI 2.5
Leadership of Learning	Year Head – S1	SEEMIS Coordinator (including TT and all parent/community communications)	Pupil Support & Transition	PT Language & Society (English, Modern Languages, Social Subjects including RE)	PT Maths & Technologies	PT Science & Art
Lead Change	School Timetable	Business Community Link	Safeguarding	CLPL & Practitioner Enquiry	Skills Framework	STEAM strategy lead
Self-evaluation for self-improvement	Pupil Options	Health & Safety Officer & Fire Awareness	HWB / PSE Curriculum Lead	Learning, Teaching & Assessment School Policy Lead (School Improvement Team Lead)	Employability & Careers (CES) including engaging with employer partners, including arranging careers events/fayre	Family Learning Lead
Provide a clear vision, shared values and aims	Staffing with HT & Staff Welfare Officer (including daily absence cover)	School Excursions Coordinator	PSR Lead	INSET Strategic Coordinator (with DHT)	Numeracy Across Learning Lead (including driving forward whole school Literacy Attainment & Achievement)	Eco Schools Lead
Line manager for DHTs	Curriculum & Rationale (including Future Fridays)	FMA, Cleaners and Kitchen Link	Child Protection	Literacy Assessment & Moderation Cluster Link (shared vision and understanding across cluster/learning community)	Numeracy Assessment & Moderation Cluster Link (shared vision and understanding across cluster/learning community)	School Social & Celebration of Success Events Coordinator (Pupils & Community Members)
Overall strategic leadership of the school	INSET & CLPL Coordinator with K Borthwick)	Group-call Coordinator/Lead	Attendance & Late-coming		BGE Profiling (including all Wider Achievements)	Charity Links & Fundraising Overview
Promote a positive ethos in the school community	Tracking & Monitoring Coordinator	Parent Portal Coordinator/Lead	School Parliament/Student Council (Pupil Voice)			
Implementation of local and national policy	Self-Evaluation for school improvement with HT	School Uniform/dress code (including leading identity improvement team)	Relationships Policy Lead – School Improvement Team (including rewarding positive behaviour)			
Professional Advisor to Parent Council	School Improvement Planning with HT	Line manage and leadership of Administration Team members	Rights Respecting Schools			
Link with Clerical & Admin Team (liaising with AFA & Office Manager)	Raising Attainment & Achievement Overview	HR & Payroll Link	GIRFEC (associated external partner link)			
Overall responsibility for staffing	House System, Ethos & Activities (including Annual School Awards Ceremony)	Procurement, Resourcing Ordering and Requisitions	ASN/SFL			
Pupils & staff Health & Well-being	Faculty Link – PE, HFT, Music	Staff Handbook & Induction				
Faculty links – Maths/Technologies, Science/Art & Languages/Humanities	Data (including SNSA & CAT Coordinator					
Pupil Equity Funding	Student & Probationer Co-ordinator					