

St Thomas of Aquin's RC High School

2018-19 Draft SLT remits

	C Santini Head Teacher	I J Pierre Acting Depute Head Teacher Year Head S1/2/3	P Green Acting Depute Head Teacher Year Head S4/5/6	J Ritchie Business Manager
Vision, values and aims	Development of the school's vision, values and aim in line with the Charter for Catholic Schools	Support and promotion of vision, values, and aim of the school.	Support and promotion of the vision, values, and aim of the school.	To provide a comprehensive strategic support service function with the school. Provide support to the HT and provide guidance on key areas of Finance, HR, Health and Safety, Facilities Management
Improvements in standards of attainment over time	Standards of attainment over time. Overall quality of learners' achievement. Impact of the school improvement plan	SLT S1-S3 monitoring and evaluation; tracking and monitoring arrangements	SLT S4-S6 monitoring and evaluation; tracking and monitoring in S4/5/6. Post Prelim Analysis S4/5/6 Estimate analysis in May of each year	Management of all support staff. Management of PRD for support staff Excursions Co-ordinator Co-ordination of Absence Cover. Fire Officer/Marshall Oversee admin protocol relating to SEEMIS, Scot Exed, CEC returns. Induction of new staff
Learners' experiences		Probationers and Student Teachers	SLT lead on Learning and Teaching Monitoring of: Numeracy, Literacy	Advise & support HT/staff on HR matters Ensure all CEC policies and procedures are in place.

			Health & Wellbeing Groups Supported Study and after school/Easter Study	Manage My HR/My People system
Involvement of parents, carers and families in the life of the school.	Engaging parents in their children's learning and the life of the school. Dialogue with learners and parents about the work of the school	S1/2/3 Parents' Evening	S4/5/6 Parents' Evening Booklets and Curricular Guides for S1-6	Support the HT/staff on budget monitoring and financial management Provide Forecasting & Monitoring information to HT Ensure all financial policies and procedures are in place Ensure Per Capita is allocated and managed appropriately
The engagement of staff in, the life of the school.	The extent to which staff are committed to, and actively involved in the life of the school. Link to Maths, Expressive Arts, Religious Education	SLT link for Integrated Pupil Support Team Modern Languages Art and Technologies English .	SLT link for Social Subjects Science Computing Science Physical Education	Planning and organisation of Pupil Planners Oversee administrative role relating to the whole school timetables, classes, rooms Admin support regards Uniform Lead role of all Awards ceremonies: Senior and Junior Awards in September S6 Awards ceremony in April
The curriculum	The rationale and design, development, programmes, and transition of the curriculum. SLT strategic link for the school timetable.	S3 review of Learning P7 Learning reviews distribution	SLT strategic lead on S2-S5 coursing	Manage Property Lets, link with SfC as necessary regarding functions/events Track and monitor Income from Lets

	Work with P Greene, school timetabler.			<p>Liaise with CATS Co-ordinator as required</p> <p>Manage & maintain the procurement system on behalf of school departments</p> <p>Ensure policy and procedures are in place</p>
Meeting learning needs		<p>SLT lead on meeting learners needs agenda for all S1-S6 pupils</p> <p>Alternative Learning Pathways/Programmes.</p> <p>Strategic role in CPMs Support role of PSLs chairing CPMs</p>	<p>Learning Choices 16+ Programmes School/College Partnership SLDR Developing Scotland's Young Workforce</p>	<p>SEEMIS Operational matters</p> <p>School Calendar</p> <p>Placing Requests and Waiting Lists</p> <p>Overall management responsibility of the H & S aspects of the whole and staff, pupils and visitors</p>
Assessment for learning			<p>SLT strategic lead on assessment strategies S1-S6</p>	<p>Ensure all relevant Risk Assessments are in place as per CEC policy and guidelines</p> <p>Security of the building, staff and pupils</p> <p>Staff Handbook</p> <p>Parent Handbook</p>
<p>Care, welfare and Development</p> <p>Equality and fairness</p>	<p>SLT support with Child Protection</p>	<p>Strategic lead of Integrated Support for Pupil Team.</p> <p>SLT strategic lead on issues related to year S1-S6 groups.</p> <p>Quality assurance of GIRFEC meetings.</p> <p>Child Protection Officer</p>	<p>SLT support with Child Protection</p>	<p>Manage and maintain FOI requests</p>

		Partner Agencies		
Self-Evaluation	Strategic lead on self-evaluation and school improvement.	SLT Lead on annual CEC QI 3.1 return	SLT Lead on annual CEC QI 2.3 return	
Policy review and development	SLT lead on policy and planning. Communication and consultation.	Managing, evaluating and updating on Meeting Learners needs' policy.	Managing, evaluating and updating on Learning & Teaching policy.	
Staff development and review	Development of leadership capacity. Building and sustaining relationships. Teamwork and partnerships.		Processes for staff PRD and CPD Training and development Professional Update	
Managing information	Data collection, analysis, storage and retrieval Sharing and use of information School Calendar	Pupil PPR's Equalities Officer Primary/Secondary Liaison S1 Transition Programme Advising PSLs on EMA	SQA/Prelims Coordinator Staff Cover in absence of BM	