**St Thomas of Aquin’s RC High School**

**The Senior Leadership Team remits**

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|  | **C Santini****Head Teacher** | **I J Pierre****Depute Head Teacher****Year Head S1/2/3** | **S Mariani****Depute Head Teacher****Year Head S4/5/6** | **J Ritchie****Business Manager** |
| **Health and safety** | To ensure a comprehensive and strategic Health and Safety plan is in place at St Thomas’ | To support the comprehensive strategic Health and safety plan of the school. | To support the comprehensive strategic Health and safety plan of the school. | To provide a comprehensive strategic Health and safety support service function with the school. |
| **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****QI 3.2** | Standards of attainment over time.Overall quality of learners’ achievement.Impact of the school improvement planCompletion of annual standards and Quality report | SLT S1-S3 monitoring and evaluation; tracking and monitoring arrangements Strategic analysis of CfE levels P7 and S3 | SLT S4-S6 monitoring and evaluation; tracking and monitoring in S4/5/6.SQA analysis | Management of all support staff.Management of PRD for support staffExcursions Co-ordinatorCo-ordination of Absence Cover. Fire Officer/MarshallOversee admin protocol relating to SEEMIS, Scot Exed, CEC returns.Induction of new staff |
| **Learners’ experiences** |  | Probationers and Student Teachers | SLT lead on Learning and TeachingSupported Study and after school/Easter Study | Advise & support HT/staff on HR mattersEnsure all CEC policies and procedures are in place.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 | Support the HT/staff on budget monitoring and financial managementProvide Forecasting & Monitoring information to HTEnsure all financial policies and procedures are in placeEnsure Per Capita is allocated and managed appropriatelyStrategic lead on school awards ceremonies |
| **The engagement of staff in, the life of the school.** | The extent to which staff are committed to, and actively involvedin the life of the school.Link to Maths, Performing Arts, Computing ScienceRegular meetings with Union Reps | SLT link forIntegrated Pupil Support TeamModern LanguagesArt and TechnologiesEnglish. | SLT link forSocial SubjectsSciencePhysical Education Religious Education | Planning and organisation of Pupil PlannersOversee administrative role relating to the whole school timetables, classes, rooms Admin support regards Uniform |
| **The curriculum****QI 2.2** | The rationale and design, development, programmes, and transition of the curriculum.Strategic link for school timetabler | Strategic oversight of S2 and S3 review of Learning | Monitoring of:Numeracy, LiteracyHealth & Wellbeing GroupsStrategic lead on S4-S5 coursing | Manage Property Lets, link with SfC as necessary regarding functions/eventsTrack and monitor Income from LetsLiaise with Edinburgh Leisure Co-ordinator as requiredManage & maintain the procurement system on behalf of school departmentsEnsure policy and procedures are in place |
| **Improving wellbeing, equality, and inclusion****QI 3.1** | Strategic lead on Pupil Equity Funding | SLT lead on inclusion, wellbeing, and equity:Ensure the Equalities Officer is implementing CEC Equalities LegislationsStrategic lead of Integrated Support for Pupil Team. SLT strategic lead on issues related to year S1-S6 groups.Quality assurance of GIRFEC meetings.Child Protection OfficerPartner Agencies | Learning Choices 16+ Programmes and SDSSchool/College PartnershipSLDRDeveloping Scotland’s Young WorkforceRights Respecting School Lead | SEEMIS Operational mattersSchool CalendarPlacing Requests and Waiting ListsOverall management responsibility of the H & S aspects of the whole and staff, pupils and visitors |
| **Reporting and Assessment**  |  | Strategic lead on SNSA: administered by CLs of English and MathsAnalysis and oversight of S1-S3 tracking and reportingStrategic lead on alternative assessments | Analysis and oversight of S4- S6 tracking and reportingPlanning and running school prelims  | Ensure all relevant Risk Assessments are in place as per CEC policy and guidelinesSecurity of the building, staff and pupilsStaff Handbook Manage and maintain FOI requestsParent Handbook  |
| **Self-Evaluation** | Strategic lead on self-evaluation and school improvement. | Strategic lead for CEC 3.1 improving wellbeing, equality, and inclusion return | Strategic lead for CEC 2.3 learning, teaching, and assessment return |  |
| **Policy review and****development** | SLT lead on policy and planning. Communication and consultation. | Managing, evaluating and updating on wellbeing, equality, and inclusion policy and Better relationships, better learning, and better behaviour policy | Managing, evaluating and updating on Learning, Teaching, and assessment policy and Digital Literacy policy.Update staff on Edinburgh Learns policies |  |
| **Staff development** **and review** | Development of leadership capacity.Building and sustaining relationships.Teamwork and partnerships. |  | Processes for staff PRD and CPDTraining and developmentProfessional UpdateStudent Teachers |  |
| **School information** | GDPR informationSchool Calendar | Pupil PPR’sEqualities OfficerPrimary/Secondary LiaisonS1 Transition Programme | Staff Cover in absence of BMEMA strategic lead for PSLs |  |