**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 plan  Completion 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 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  Supported Study and after school/Easter Study | Advise & support HT/staff on HR matters  Ensure 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 management  Provide Forecasting & Monitoring information to HT  Ensure all financial policies and procedures are in place  Ensure Per Capita is allocated and managed appropriately  Strategic 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 involved  in the life of the school.  Link to Maths, Performing Arts, Computing Science  Regular meetings with Union Reps | SLT link for  Integrated Pupil Support Team  Modern Languages  Art and Technologies  English  . | SLT link for  Social Subjects  Science  Physical Education Religious Education | Planning and organisation of Pupil Planners  Oversee 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, Literacy  Health & Wellbeing Groups  Strategic lead on S4-S5 coursing | Manage Property Lets, link with SfC as necessary regarding functions/events  Track and monitor Income from Lets  Liaise with Edinburgh Leisure Co-ordinator as required  Manage & maintain the procurement system on behalf of school departments  Ensure 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 Legislations  Strategic 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 Officer  Partner Agencies | Learning Choices 16+ Programmes and SDS  School/College Partnership  SLDR  Developing Scotland’s Young Workforce  Rights Respecting School Lead | SEEMIS Operational matters  School Calendar  Placing Requests and Waiting Lists  Overall 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 Maths  Analysis and oversight of S1-S3 tracking and reporting  Strategic lead on alternative assessments | Analysis and oversight of S4- S6 tracking and reporting  Planning and running school prelims | Ensure all relevant Risk Assessments are in place as per CEC policy and guidelines  Security of the building, staff and pupils  Staff Handbook  Manage and maintain FOI requests  Parent 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 CPD  Training and development  Professional Update  Student Teachers |  |
| **School information** | GDPR information  School Calendar | Pupil PPR’s  Equalities Officer  Primary/Secondary Liaison  S1 Transition Programme | Staff Cover in absence of BM  EMA strategic lead for PSLs |  |