

ROLES AND RESPONSIBILITIES

Senior Leadership Team	Senior Development Team – members of staff who hold TLR positions
This team oversees all aspects of the school, from daily routines to the strategic vision. Specific duties are recorded in the Leadership Structure.	Aside for their specific duties members of the team: ◆ Support the SLT with whole-school decision making. ◆ Support colleagues with regard to understanding and implementing of new initiatives and policies, as well as specific teaching and learning support. ◆ Support the SLT with reviewing and achieving targets and actions on the School Improvement Plan. ◆ Support with whole-school data analysis. ◆ Support the SLT in school curriculum and policy reviewing. ◆ Support with monitoring standards and the curriculum.

Non-TLR Leadership Roles
Aside for their specific duties members of the team: ◆ Action Planning for a specific area/aspect of the school. ◆ Monitor standards of an aspect of teaching and learning, including feedback to staff. ◆ Being responsible for a budget, and using this to regularly audit and order appropriate resources to support teaching and learning. ◆ Supporting the SLT and SDT with annual reviews of the school curriculum and any relevant policies.

Teaching Staff
Teachers are responsible for the day to day contact with the children in their class as well as implementation of our teaching and learning policies. In addition to the Teachers' Standards which all teaching staff are required to meet daily, teachers at All Saints also have the duty to: ◆ Uphold the school's ethos and Christian Values, including effective teamwork and communication. ◆ Follow all school policies, with particular regard to our Child Protection and Safeguarding procedures.

- ◆ Liaise with the SENCo regarding any children with additional needs in their class.
- ◆ Be the first port of call for communication with parents and carers on an informal daily basis.
- ◆ Adhere to the school's rewards and sanctions hierarchy, being the first port of call for behaviour management, followed by referrals to Phase Leaders or SLT when necessary.
- ◆ Write a 'mini prospectus' to parents each term.
- ◆ Organise class trips to enhance learning.
- ◆ Take a proactive approach to professional development, including taking on board feedback from monitoring and Performance Management.
- ◆ Contribute to the school's extra-curricular provision.
- ◆ Use the target tracker assessment tool in order to closely track the progress of all pupils.

Support Staff/Teaching assistants

All teaching assistants are to work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils. The core SEN team will be working with children who have an Education Health Care Plan and provide general support to the teacher in the management of pupils and the classroom.

They have a duty to:

Uphold the school's ethos and Christian Values, including effective team-work and communication.

Follow all school policies, with particular regard to our Child Protection and Safeguarding procedures.

Work with specific children named by the SENCo who need additional support due to Special Educational Needs.

Liaise with the SENCo and SEN team regarding children that they work with, including contributing to referrals.

Follow teachers planning or specific programmes in order to support the progress of identified children.

Contribute ideas to and carry out advice given on Personal Support Plans for children with EHC plans.

Adhere to the school's rewards and sanctions hierarchy, supporting behaviour management, followed by referrals to class teacher, Phase Leaders or SLT where necessary.

Take a proactive approach to professional development, including taking on board feedback from monitoring and Performance Management.

Contribute to the school's assessment system for specific children they are supporting.

TEAM MEMBERS

