

# Roles and Responsibilities in School

## September 2022

Initial	Responsibility Strategic	Responsibility Subject	Accreditations
		<b>Senior Leadership Team</b>	
Mrs Penny Derries Headteacher	Vision, Quality Assurance, Strategic Direction, Budget, Partnership, Data and Assessment, <b>Joint SENDCo</b> , HR and staff management, Health and Safety to include building maintenance and building planning and improvement, Timetabling and supply, Ofsted files and preparation work, Governance	Literacy and Maths	SFVS
Miss Lee Waugh	Safeguarding including LAC/PLAC to include PEP paperwork and meetings, Students and volunteers in school, <b>Joint SENDCo</b>	Science	
Mrs Valerie Henry	Speech, Language and Communication	PHSE and Citizenship, SRE	Equality Award
Mrs Lorna Stevenson	Budget		SFVS
		<b>Middle Leadership Team</b>	
Mrs Amanda Williams	Website	Computing, E-safety, PMLD/Sensory Curriculum	
Mrs Margaret Tait	Preparation for Adulthood, Policy co-ordination and Training time table	Business and Enterprise	
Mrs Helen Blackie	Early Years	Creative Arts	Arts Mark
		<b>Lead Practitioner Team</b>	
Mrs Kathleen Foreman	Website for PE	Foreign Languages, PE	
Mrs Helen Wood	Emotional Literacy support	Humanities	
Mrs Helen Rutherford	Minibus, Pool	RE, SMSC	

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Mrs Kerry Scott	Arts Mark support for Helen B	Outdoor Learning	
Mrs Fiona Fairnington	Pupil Council/RDA	Design and Technology	

All staff have a joint responsibility for teaching and learning, behaviour and safeguarding in our school, as well as supporting those in a lead position to move learning forward in each curricular area. This will form a large part of your Appraisal targets and will be discussed at Appraisal meetings.

Subject/area leads have the following points to remember: -

- To ask for help from any one on the team, you are not alone and can ask for resources and training if you feel you need it.
- Develop your action plan in September, share with staff and Penny.
- Ensure that you keep your blue subject area files up to date with planning ideas, action plan and anything else that would be useful.
- Ask for time for training in your area, staff meeting time, so that you can share your ideas and plans.
- Remember that you are the lead for your areas of responsibility, it is therefore important that the leadership team see impact across school, on practice and therefore on teaching and learning and outcomes for pupils.
- Review your action plan termly and give Penny a reviewed plan in June.

### Lead Practitioners

This is a key role in our school with a level of pay grade to reflect this, to fulfil this role there may be times that extra time beyond that of the normal working hours are required, it is hoped that this is not often, however the following is stated in the job description and it is the Lead Practitioner's responsibility to ensure that this is happening.

- Covering for PPA time
- To take a lead role with the development and implementation of Learner's educational plans
- To have a whole school responsibility for a specific curriculum area
- To ensure that all agreed, additional, whole school responsibilities are fulfilled

If you wish to contact any of the team please contact the following email address and the email will be forwarded to the correct team member -

[admin@thegrove.northumberland.sch.uk](mailto:admin@thegrove.northumberland.sch.uk) or

[penelope.derries@thegrove.northumberland.sch.uk](mailto:penelope.derries@thegrove.northumberland.sch.uk)

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