

SENIOR LEADERSHIP TEAM

REMITTS

All members of the Senior Leadership Team have responsibility for the following:

- Child Protection
- Improvement Planning
- School Discipline
- Partnership Working
- Professional Reviews
- Staff Counselling and Advice
- Raising Attainment and Achievement

ALISON FOTHERINGHAM – HEAD TEACHER (Acting)

- Leadership and Management of whole school
- Strategic Planning and production of the Standards and Quality and Improvement Plan
- Curriculum for Excellence Co-ordinator
- Overall responsibility for Raising Attainment and Achievement
- Quality Assurance responsibility
- Management of all staff and the provision of professional advice and guidance to colleagues
- Financial Management
- Adviser to the Parent Council
- Recruitment and selection of staff
- Overall responsibility for Health and Safety
- Promotion of the School
- Leadership link for Modern Languages and English
- Monitoring and evaluating the work of those curricular teams

MHAIRI HUME – DEPUTE HEAD TEACHER (Acting)

- Head of Abercorn House
- Curriculum for Excellence – Curriculum
- Whole school timetable / Staffing Returns
- Organisation of -
 - S5 / 6 Parents' Meeting
 - S4 / 5 Coursing Information Evening
 - S5 Parents' Information Meeting
 - S5 / 6 Course choice
- Leadership Link for ASL Team and Food & Textile Technology Team
- Monitoring and evaluating the work of those curricular teams
- Teach timetabled classes

KENNY WALKER – DEPUTE HEAD TEACHER (Acting)

- Head of Brunstane House
- Curriculum for Excellence-Transition / Wider Achievement
- Tracking, Monitoring and Reporting lead
- Administration and development of Promoting Positive Behaviour policy and procedures
- Whole School ICT
- Pupil Voice
- Education for Citizenship co-ordinator
- Primary Liaison Co-coordinator / Transition
- Organisation S1 Parents' Meetings and P7 Parents' Meetings
- Leadership link for the Science and Technologies – Computing & Business Education
- Monitoring and evaluating the work of those curricular teams
- Teach timetabled classes

MARGARET WILLIAMSON - DEPUTE HEAD TEACHER

- Head of Crichton House
- Curriculum for Excellence – Inter-disciplinary Working /Partnership Working/Community Links
- Organisation of S2 Parents' Evening, S2 Information Evening and S3/4 course choice
- Management of Professional Update and Professional Reviews and Sharing Classroom Experience
- Quality Assurance lead
- S6 Council, Committees and Senior Activities Programme-Prefects
- Ethos co-ordinator (including fundraising and charities)
- Enterprise in Education co-ordinator
- Annual Awards ceremony
- Educational visits and excursions
- Regent
- Leadership link for CT – CDT and Art and Design, Music and the Performing Arts (including Drama) and Physical Education
- Monitoring and evaluating the work of those curricular teams
- Teach timetabled classes

PAUL SADDLER - DEPUTE HEAD TEACHER

- Head of Duddingston House
- Curriculum for Excellence-Learning and Teaching
- SQA Co-ordinator
- Organisation of internal examinations
- Staff CPD co-ordinator
- Organisation of S3 and S4 Parents' meetings
- Enrolment of new pupils
- EAL link
- Departmental link for Mathematics and Social Subjects (including RE)
- Mentors in Violence Prevention Project Co-ordinator
- Monitoring and evaluating the work of those curricular teams
- Teach timetabled classes

GILLIAN KENNEDY - BUSINESS MANAGER

- **New School Project Co-ordinator**
- Support Staff manager
- Human Resource Management- advice, support and welfare of all staff
- Financial Management
- CPD for Support Staff
- Property and facilities management
- Staff Absence Cover/Absence Management, including Return to Work interviews overview
- Recruitment and Selection administration
- Staff Induction
- School Publications (incl. Prospectus / Staff Handbook) / School photographs
- Health and Safety Management, including Risk Assessment Management
- Freedom of Information Co-ordinator

Updated - August 2015