

## Roles and Responsibilities 2024-25

<b>Headteacher</b> Michael Woolf	<b>Deputy Headteacher</b> Andy Lee	<b>Assistant Headteacher</b> Amanda Becker	<b>Head of Jewish Studies</b> Chavi Chein	<b>SENDCO</b> Kerrie Shepherd	<b>Business Manager</b> Lynne Feather
Staff Wellbeing Safeguarding (DSL) Behaviour Vision - A school built on Kindness Educational Standards Whole school Monitoring Communication	Staff Wellbeing Vision - A school built on Kindness Educational Standards Behaviour Whole school Monitoring Blueprint Communication	Staff Wellbeing Safeguarding (DDSL) Behaviour Vision - A school built on Kindness Educational Standards Whole school Monitoring Communication	Behaviour Vision - A school built on Kindness Jewish Studies standards Communication	Staff Wellbeing Safeguarding (DDSL) Behaviour (SEND related) Vision - A school built on Kindness	Health and Safety inc Building Maintenance (liaising with HT) Cover timetable (liaising with HT) Overseeing Admin, site, kitchen and midday staff HR and contracts including sickness absence (liaising with HT) Education trips – parent engagement/management GDPR (liaising with Information Governance) Finance (liaising with HT and SMBC) Admissions Security Resource Committee
Strategic planning School Improvement – Lead Staffing and recruitment Appraisal – SLT Appraisal – Teachers Finance – Overview (with SBM) SEF/SDP Staff CPD Curriculum oversight Health and Safety (with SBM) Behaviour Lead School Procedures School Policies Admin Single Central Record Staffing Overview Parental Partnership Exclusions and reintegration Attendance meetings EVC	Appraisal – Teachers Curriculum Lead Subject Leader Development SAT's/Baseline/Multiplication Test/Phonics Whole school ICT and Music Lead Rotas Website compliance (including curriculum updates) Parental engagement – Newsletter, Twitter, Class DoJo, parents' Evening Performance Management KS1 Staff induction	Assessment Lead Whole school PE Lead Extended Curriculum Lead Internal/External Moderation & Monitoring	Line manage JS Appraisals JS staff Creating links with other faith schools Promoting the Jewishness of the school, including organising year group and whole-school events Updating school social media on JS events / learning Liaising with local rabbis and other faith leaders Planning of cross-curricular learning opportunities - foundation subjects Producing calendar of Jewish events	HUB Lead SEND Lead EHCP Lead Support Plan Lead Timetables –TA/HLTA LAC EAL Lead Intervention Lead	

