

MILLWOOD MANAGEMENT RESPONSIBILITIES 2016-17

<p>HEADTEACHER - Helen Chadwick</p> <ul style="list-style-type: none"> • Standards of Achievement • Quality assurance in teaching and learning • Appraisal and pay • School Improvement and SIP and evaluation • Governing body including termly reports • School effectiveness, Self-Evaluation and OFSTED • Finance • Media • Recruitment and Selection – SMT, teachers/premises • Line management and TLR management • Equal Opportunities • Links with LA, NHS, SEN team, social care, Pennine Care, BAPH, BPLC • Admissions and panel • SEND Report • Website management • Policy lead 	<p>DEPUTY HEAD – Caroline Henley</p> <ul style="list-style-type: none"> • Appraisal • Quality assurance of planning and teaching • Quality assurance of learning, personal development and well-being • Redvales wing line management including staff absence • Safeguarding – child protection, Iris Adapt • Whole school attendance inc SAO liaison • HYM liaison • Education Psychology liaison • Whole school assessment and management of data • Whole school curriculum • Whole school Continuing Professional Development • Recruitment and selection – Teaching assistants • Enhanced curriculum – Friday afternoon (cover for RT) • Annual reviews • Inclusion links within school for staff to promote best practice • Inclusion links with mainstream
<p>ASSISTANT HEAD – Jill Tierney</p> <ul style="list-style-type: none"> • Appraisal • Quality assurance of planning and teaching • Quality assurance of learning, personal development and well-being • Irwell wing line management including staff absence • ASC quality control • Designated teacher for Children and young people in care • Education agencies for supply cover • Inclusion, integration and transition to Year 7 • Education Visits and Evolve • Behaviour management • Students and volunteers including website updates • Management of midday assistants inc recruitment • Annual reviews • Inclusion links within school for staff to promote best practice • Inclusion links with mainstream • Induction for new teachers inc mentors 	<p>ASSISTANT HEAD – Joanne Hurst (EYFS)</p> <ul style="list-style-type: none"> • Appraisal • Quality assurance of planning and teaching • Quality assurance of learning, personal development and well-being • Whitelaw wing – EYFS – line management including staff absence • Assessment and management of EYFS data - EYFS • Health and Safety • Risk assessment management • Critical Incident and Business Continuity Plan • NHS staff and nursing agencies • Management of health and therapy meetings • Recruitment and selection – Premises, pool • Transition into Millwood – new EYFS admissions • Annual reviews • Inclusion links within school for staff to promote best practice • Inclusion links with mainstream • Induction for new teachers inc mentors

<p>SCHOOL BUSINESS MANAGER – Alison Wilkinson</p> <ul style="list-style-type: none"> • Single Central Record • Line management of office team • Line management of Premises team • Line management of Resources • Devolved School Grant management including surplus budget • Management of premises contracts • Income generation and lettings • Donations and school fund • Financial standards and audit • Asset management plan and resource management • Confidential record-keeping including Integris and electronic registers • Accountability to governing body through input to termly GB reports • Recruitment support • PA support for headteacher • Procurement • Recruitment of office staff 	<p>Devolved to Premises Duty Officers:</p> <ul style="list-style-type: none"> • Fire safety infrastructure • Hydrotherapy pool safety and maintenance • Quality control of cleaning and hygiene • New school snagging and latent defects • Safe management and maintenance of Building Management System • Safe management and maintenance of all in-house infrastructure systems • CDM recording, reporting and tracking • Safe management of contractors • Procurement – maintenance of stock and ordering of new stock • Safe, responsive, efficient and effective management and recording of repairs and maintenance of school and grounds • Minibuses – safe management and maintenance • Cleaning equipment safe management and maintenance • Outdoor areas safe management and maintenance • Play areas safe management and maintenance • CPD and training for Premises and Cleaning Staff
<p>HIGHER LEVEL TEACHING ASSISTANTS</p> <ul style="list-style-type: none"> • Specialist sensory integration - KH • After-school clubs including website presence – CL, OdeL • Moving and handling training, transport - MM • Team Teach training - TW • Rebound - ZT • Communication - SH 	<p>SOCIAL AND FAMILY SUPPORT – Sheree North, Child and Family worker</p> <ul style="list-style-type: none"> • Management of weekly Vulnerable Children meetings • Liaison with safeguarding lead • Liaison with Children’s Disability Service • Team Around the Family • Common Assessment Framework • Home school links • Any support and intervention up to Level 3 • Updating of website information on Family Support