
1.3 REMITS OF THE SENIOR LEADERSHIP TEAM

B Paterson
Head Teacher

Overall responsibility for the strategic planning and direction of the school
Externally determining the ethos and interpreting the vision, values and aims of the school to the community
Internally framing school policy and creating a positive and ambitious ethos for pupils and staff.
Calculating the focus and pace for school development
Staff appointments and allocation of duties
Maintaining an efficient and effective team of teaching and support staff
Organisation of the Senior Leadership Team
Identification of priorities re staffing, accommodation and finance
Management of DMR and related matters
Preparation of the School Standards and Quality Report
Preparation of EDC Self-Evaluation Documentation
Preparation of the School Improvement Plan
Management of Curriculum for Excellence, with SLT
Overall responsibility for coordinating the school's assembly programmes
Management of school links with stakeholders, including East Dunbartonshire Council and Parents/Carers
To act as adviser and give active support and encouragement to the Parent Council
Preparation of material for the Parent Council
Preparation of school handbook and staff handbook
Preparation of Parental newsletters
Preparation of Staff newsletters
Overview of school functions and events
Management of the School fund
Preparation of the school's Working Time Agreement
School Calendar and INSET plans
Management of UCAS (with DHT for S6 and Guidance Staff)

N Farquhar
Depute Head Teacher

Management of all matters pertaining to S1, including the curriculum, the promotion of a positive ethos, behaviour management, administrative matters, new admissions, links with parents and external stakeholders

Primary-Secondary Liaison

Overall responsibility for S1 monitoring/tracking and interventions

Organisation of S1 parents' meetings

SQA coordinator

Responsibility for the coordination of the school's extra-curricular programme

Overall management of school trips and excursions

Overall responsibility for the school's parental engagement strategy

Organisation of school photographs

Liaison with assigned subject departments

Any other duty assigned by the head teacher

F Clyne
Depute Head Teacher

Management of all matters pertaining to S2, including the curriculum, the promotion of a positive ethos, behaviour management, administrative matters, new admissions, links with parents and external stakeholders

Overall responsibility for S2 monitoring/tracking and interventions

Organisation of S2 parents' meetings

Management of the S2-3 personalisation and choice programme (with DHT for S3)

Management of the S2 elective programme

Guidance coordinator

Depute child protection coordinator

Overall responsibility for the school's House system

Overall responsibility for coordinating the school's 'Developing the Young Workforce' strategy

Liaison with assigned subject departments

Any other duty assigned by the head teacher

J Robertson
Depute Head Teacher

Management of all matters pertaining to S3, including the curriculum, the promotion of a positive ethos, behaviour management, administrative matters, new admissions, links with parents and external stakeholders

Overall responsibility for S3 monitoring / tracking and interventions

Organisation of S3 parents' meetings

Management and development of the S3 Elective programme.

Responsibility for organising the S3 assessment block.

Responsibility for S3 standardised testing arrangements (SNSA)

Management of S2-3 personalisation and choice programme (with DHT for S2)

Management of S3-4 course choice programme (with DHT S4)

Overall responsibility for S3 mentors programme.

Overall responsibility for coordinating the work of the PEF PTs

Overall management of the school's positive behaviour policy (LA+)

Overall responsibility for the school's assessment and reporting system (with DHT for S4)

Liaison with assigned subject departments

Any other duty assigned by the head teacher

R Sinclair
Depute Head Teacher

Management of all matters pertaining to S4, including the curriculum, the promotion of a positive ethos, behaviour management, administrative matters, new admissions, links with parents and external stakeholders

Overall responsibility for S4 monitoring / tracking and interventions

Management of the S3-4 course choice programme (with DHT S3)

Overall management of S4-5 re-coursing programme

Organisation of S4 parents' meetings

Construction of the school timetable

Management of absence cover arrangements within the school

Management of school accommodation and links with facilities management

Overview of health & safety matters, including fire drills, risk registers, chairing third tier meetings

Overall responsibility of internal systems for self-evaluation and quality assurance

Overall responsibility for the school's assessment and reporting system (with DHT for S3)

Liaison with assigned subject departments

Any other duty assigned by the head teacher

K Munro
Depute Head Teacher

Management of all matters pertaining to S5, including the curriculum, the promotion of a positive ethos, behaviour management, administrative matters, new admissions, links with parents and external stakeholders

Overall responsibility for S5 monitoring/tracking and interventions

Organisation of S5/6 parents' meetings (with DHT S6)

Management of Senior Phase course choice arrangements (with DHT for S6)

Management of the S5 Elective programme

Management of EDC Vocational Programme (with DHT for S6)

Production of the 'Way Ahead' booklet (with DHT for S6)

Overall responsibility for Equalities and Diversity within the school

Staff Development Coordinator – PRD programme and P. Update; NQTs and Students

Overall responsibility for the school's supported study programme/Easter school

Management and coordination of the school's internal exam programme

Liaison with assigned subject departments

Any other duty assigned by the head teacher

M Elliott
Depute Head Teacher

Management of all matters pertaining to S6, including the curriculum, the promotion of a positive ethos, behaviour management, administrative matters, new admissions, links with parents and external stakeholders

Overall responsibility for S6 monitoring / tracking and interventions

Organisation of the S5/6 parents' meetings (with DHT for S5)

Management of Senior Phase course choice arrangements (with DHT for S5)

Liaison with school captains and prefects

Overall responsibility for managing the S6 wider achievements programme

Overall responsibility for managing the school's UCAS arrangements

Management of EDC Vocational Programme (with DHT for S5)

Production of the 'Way Ahead' booklet (with DHT for S5)

Overall responsibility for Wellbeing within the school

Child Protection Coordinator

ICT Coordinator

Organising the work of the Acting PT Wider Achievement

Liaison with assigned subject departments

Any other duties assigned by the head teacher