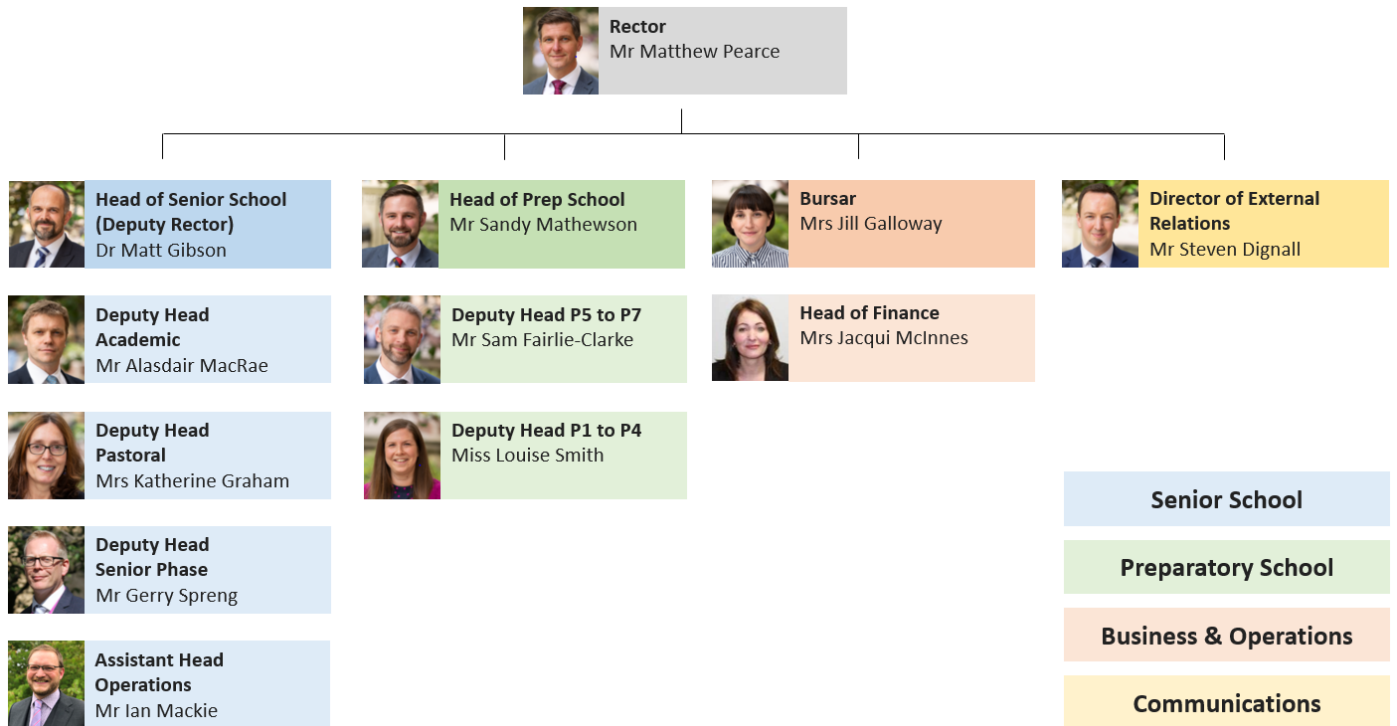


The Senior Leadership Team Roles and responsibilities



3-18 The Glasgow Academy

Rector

- School vision, values and culture
- Strategic leadership and management
- Personnel, recruitment and communications
- Overall organisational responsibility

Senior School

Head of Senior School

- School improvement and self-evaluation
- Strategic leadership of Senior SLT
- School standards
- Professional review and development

Deputy Head - Academic

- Head of Senior 1
- Pupil tracking, reporting and baseline
- Teaching & Learning, raising attainment
- Curriculum, Options, Support for Learning

Deputy Head - Pastoral

- Head of Senior 2 and 3
- Safeguarding, wellbeing, Child Protection
- Medical and counselling services
- Co-curriculum

Deputy Head – Senior Phase

- Head of Senior 4 to 6
- Super-curriculum
- UCAS, specialist applications, careers
- Supervised study, lifelong learning

Assistant Head – Operations

- Timetable, staff and room planning
- Database and data analysis
- Cover arrangements

Preparatory School

Head of Prep School

- School improvement and self-evaluation
- Strategic leadership of Prep SLT
- School standards
- Safeguarding, Wellbeing & Child Protection

Deputy Head – P5 to P7

- Standards and attainment in P5 to P7
- Teaching and Learning, School Improvement
- Pupil baseline, tracking, reporting, transition
- Pastoral care lead in P5 to P7

Deputy Head – P1 to P4

- Standards and attainment in P1 to P4
- School Improvement and self-evaluation
- Professional Review and development
- Pastoral Care lead in P1 to P4

Business & Operations

Bursar

- Regulatory compliance, risk management
- Estate and operational management
- Human resources, ICT Systems
- Project management

Head of Finance

- Financial policy advisor
- Cashflow projections and oversight
- School and Department budgets
- Leadership of Finance Department

Communications

Director of External Relations

- Marketing and admissions
- Public relations, social media, website
- Alumni relations and development
- Fundraising, School Archive

SLT Development roles

SLT Development Role

Prep: Digital Learning

SLT Development Role

Prep: Innovative Best Practice

SLT Development Role

Senior: Pastoral Review

SLT Development Role

Senior: Super-curriculum