



UPTON JUNIOR SCHOOL

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Mrs M Lewis BA Ed (Hons)

Headteacher

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LEADERSHIP STRUCTURE 2014-15

Headteacher

Strategic Leadership of the school

Governors

Appraisal & pay progression

Attainment & Progress

Teaching & Learning

SEF

Budget

School Improvement Plan

Leadership & direction to SLT & MLT

Community

School Business Manager	Assistant Headteacher	Deputy Headteacher	Assistant Headteacher
<i>Non Education</i>	<i>Curriculum</i>	<i>Day to day school management: timetables & rotas</i>	<i>Inclusion</i>
Contribution to strategic leadership	Contribution to strategic leadership	Contribution to strategic leadership	Contribution to strategic leadership
Responsibility for Estate Management	Leading Subject Leaders	Assessment: Standards across the school. Data analysis & tracking of all grps of pupils	AEN manager
Lettings	Curriculum	Monitoring pupil progress	CIC & CP
Appraisal: contribution to leading appraisal (non educational support staff)	Appraisal: contribution to leading appraisal	Appraisal: contribution to leading appraisal. Leading CPD	Appraisal: contribution to leading appraisal
Hospitality	Tests / TA / Moderation	Attendance	Behaviour
Off site visits and visitors to the school. School trips (H&S)	Experience days and events School trips (purpose)	Reporting on pupil progress	Manage all support staff & oversee appraisal of.
Responsibility for Finance and Payroll	Effective Marking	Students/ work exp/ volunteers	Tracking, monitoring and evaluation of standards for specific groups - SEN, EB
Line manage Caretaker team & liaison with Kitchen		MDMS	CPD for support staff

Senior Leadership Team (SLT)

- Michaela Lewis: Headteacher
- Lindsey McGinley: Deputy Headteacher
- Darci Arthur: Assistant Headteacher - Inclusion
- Dave Walker: Assistant Headteacher - Curriculum
- Ellie Crine: School Business Manager

Middle Leadership Team (MLT) Leaders of Learning

- Year 3: Rosaleen Lord
- Year 4: Tessa Wilson
- Year 5: Lynne Walton
- Year 6: Caroline Blunden

Senior Leadership Team (SLT) Meetings

- Every Friday at 1pm.
- Will last no more than one hour.
- Will take place every week - but may not require all five members of SLT to attend - ML to notify SLT re attendance at meeting
- All meeting dates stated on yearly overview

Senior & Middle Leadership Team combined Meetings

- First or Second Wednesday every month at 3pm (depending on start of term).
- Will last no later than 4:30pm.
- Agenda shared prior to meeting
- T&L focus
- All dates written on yearly planner

Core Subject Leaders

- English: Ros Lord & George Russell
- Maths: Steve Perkins
- IT: Jamie Jackson & Nicola Spain
- Science: Caroline Blunden

Strategic Leadership Team Meetings

- SLT & FGB meet 3x year for either whole or half day. MLT attend meeting 3 of 3