

King's Lynn Academy – ALT responsibilities and Line Management 2016-17

Craig Morrison	Barney Rimmer	Barbara Backham	Elanor Westbury
Executive Principal	Head of School	Vice Principal	Assistant Principal
<i>Strategic direction and effectiveness</i> <i>Overall responsibility for both academies</i>	<i>Quality of Outcomes</i> <i>Effective management of the academy</i>	<i>Quality of Curriculum and Guidance</i>	<i>Quality of Teaching &amp; Learning</i>
Key responsibilities: Overall responsibility for the Campus Development Planning Self-evaluation Chair Campus Leadership team Learning environment Staffing – appointments, planning, HR Partnerships inc Cluster Community involvement Parent engagement* Policy – develop, implement, make consistent Overview Finance & Operations Governance Trust Appraisal* Quality Assurance*	Key responsibilities: Effective day to day management of KLA Chair Academy Leadership Team Data, target setting & Tracking progress Challenge and intervention Pupil Premium strategy Recording & Reporting Standard and consistency of work – a, m & f.back Monitoring impact of pupil premium Student voice and leadership Quality Assurance* EVC – trips & visits (RM) Appraisal* Parent Engagement* Cluster*	Key responsibilities: Curriculum Design Joint initiatives Student transfers and trials Admissions oversight Information, Advice and Guidance Curriculum partners, e.g. College Curriculum strategies Options evenings Parents evenings Calendar and planning Specialisms Diploma and Diploma days Independent Learning Projects Literacy and Numeracy strategy Extra-curricular	Key responsibilities: SEN (SENCO) Safeguarding & Child Protection Looked After Children Equality of opportunities EAL provision Oversee PSHE and personal development T&L CPD overview Quality of T&L - Observation process T & L foci: Assessment for learning Pace & Challenge (more able)
Line manages: Barbara Backham (Vice Principal) Lloyd Brown (Head of School, KES) Barney Rimmer (Head of School, KLA) Mark Little (Senior Business Manager)	Line manages: Elanor Westbury (Asst. Principal) Paul Aldous (Acting A.P.) Louise Bell (Head of Science) Richard Essex (Head of Maths & Num) Graham Frammingham & Di Scoles (Head of English & Lit) Charis Prevett (Student Voice) Matt Taylor (ICT)	Line manages: Leah Hawkins & Aurelie Anton (Languages lead at KLA) Amanda Price (Vocational) Laura Tea (Transition & Sport) Will Blake (Technology)	Line manages: Assistant SENCOs Katie Watts (PSHE) Annabelle Culley (Arts) Aaron Blows (Humanities)
Paul Aldous	Cathy Hase	Laura Tea	
Acting Assistant Principal	Business Manager	Associate Senior Leader	
<i>Quality of Behaviour for learning, Attendance and Inclusion</i>	<i>Quality of support and value for money</i>	<i>Quality of transition &amp; transport between Key stages</i>	
Key responsibilities: Pupil Premium implementation House system Attendance & Punctuality Rewards & Sanctions Short stay & CAF Attitudes to learning – focus on Behaviour for Learning	Key responsibilities: Financial efficiency and security Support staffing Administration Operational issues	Key responsibilities: Transition & primary links (cluster) Standards leader for Key stage 3	
Line manages: Heads of Year Att & Beh manager Reflection room staff	Line manages: On-site supervision of all support staff Finance team Lorna Hutchison (Catering)	Line manages: PE Link with: Head of Key stage 3	

Other roles to be confirmed:

Professional tutor – NQT, ITT, OTT

Well being