



Oasis Academy Silvertown Leadership Team Roles & Responsibilities 2018-2019

	Johanna Thompson (Principal)	Emily Boxer (Deputy Principal)	Romala Gill (Assistant Principal and SENCo)	James Gordon (Assistant Principal)	Rachel Marsden (Seconded ALT)	Dolly Smith (Seconded ALT)	Sandy Aurokium (Operations Manager)
Responsibilities	<ul style="list-style-type: none"> ▪ Personnel – including staffing appointments and HR issues ▪ Finance ▪ Safeguarding ▪ Premises and Estate Management ▪ Behaviour for learning- Strategic Lead ▪ Strategic planning ▪ Academy Self Evaluation, Academy Development Plan, Determination of Academy Priorities and Improvement Targets ▪ Performance Appraisal ▪ Staff Attendance and Punctuality ▪ Performance Appraisal ▪ Oversight of and responsibility for Admissions and Exclusions ▪ Academy Council ▪ Academy Publicity ▪ Academy Calendar ▪ Lead of ALT ▪ Student Leadership 	<ul style="list-style-type: none"> ▪ Oversight of Day-to-Day Academy Operations ▪ Deputy Designated Safeguarding Lead ▪ Student Attainment and Achievement (Pixl lead, intervention strategy) ▪ Curriculum: Strategic Lead ▪ Teaching, Learning and Assessment: Strategic Lead ▪ Literacy and Oracy across the curriculum ▪ Marking and feedback ▪ Staff development including TF/NQT/ITT, CPD (including precision coaching) ▪ Home and independent learning ▪ Marking and feedback ▪ Extended Schools and Enrichment programme ▪ Social, Moral, Spiritual, Cultural Development ▪ Alternative Provision (Year 11s only) 	<ul style="list-style-type: none"> ▪ Designated safeguarding lead ▪ Behaviour for learning – System and Process ▪ SEND and Medical Needs ▪ Attendance and Punctuality ▪ Admissions- System and Process ▪ Exclusions- System and Process ▪ Pupil Premium ▪ Catch-Up Premium ▪ Whole school restorative Approaches- Strategic Lead ▪ Alternative Provision and Personalised Learning ▪ Access Arrangements- Examination ▪ Learning Coaching 	<ul style="list-style-type: none"> ▪ Leadership of Data ▪ Reporting to parents including parent events ▪ Exams (internal and external) ▪ Student Groupings ▪ Curriculum –System and process (including options process) ▪ Assessment- System and process ▪ Timetable ▪ Cover ▪ Educational Trips and Visits ▪ Careers, Work-Related Learning and Futures week ▪ Educational Trips 	<ul style="list-style-type: none"> ▪ Home learning and independent learning strategy and process ▪ Knowledge Organisers- Strategy and process ▪ PSHE Coordinator ▪ HOLA Humanities 	<ul style="list-style-type: none"> ▪ LSA timetabling ▪ Year 6 into 7 Transition ▪ LSA training ▪ Assistant SENCo ▪ Lead Practitioner – SEN 	<ul style="list-style-type: none"> ▪ Day to Day operations ▪ HR systems & procedures including payroll ▪ Staff attendance & punctuality ▪ Recruitment & marketing (process) ▪ Site safety ▪ Health & Safety Champion ▪ Handsam
Line- Management Responsibilities	<ul style="list-style-type: none"> ▪ Deputy Principal (Achievement and Standards, Teaching/Learning) ▪ Assistant Principal (Data, Processes) ▪ Assistant Principal (Inclusion, Behaviour) ▪ Operations Manager ▪ PA to Principal (PA Duties and Appraisal) ▪ HOLA Maths ▪ HOLA MFL 	<ul style="list-style-type: none"> ▪ HOLA English and Drama ▪ HOLA Science ▪ HOLA Humanities ▪ Heads of Year 11 ▪ Lead Practitioner History ▪ Lead Practitioner Maths ▪ Music Teacher 	<ul style="list-style-type: none"> ▪ SEN Teacher ▪ Deans of Students ▪ Lead Practitioner SEN/Assistant SENCo ▪ Heads of House ▪ Attendance & Admissions Officer ▪ All SLAs relating to Personalised Learning and Support (Behaviour Support, P2B, Kick London) 	<ul style="list-style-type: none"> ▪ Head of PE ▪ Head of Art & Design ▪ Data and Exams Manager 	<ul style="list-style-type: none"> ▪ Head of Geography 	<ul style="list-style-type: none"> ▪ Learning Support Assistants 	<ul style="list-style-type: none"> ▪ Receptionist ▪ Finance Officer ▪ PA to Leadership (for HR and Payroll Duties) ▪ IT Technician (Day-to day) ▪ Site Manager (Day-to Day) ▪ SLA Catering Team