

Fiveways School Staffing Structure



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	October 2023	Swavek Nowakiewicz	October 2024

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver p1		9.10.23
Head Teacher	Swavek Nowakiewicz		9.10.23

Details of Policy Updates

Date	Details
01/11/21	Re-written to reflect new structure.
21/10/22	Additional positions added to the structure
09.10.23	Updated to reflect structure

✓



Staff structure 2023/ 2024

Headteacher* has overall responsibility for quality of education, pupil progress and welfare teaching and learning, ensuring that curriculum, staffing, premises and the school finances serve the pupils, and is responsible to the Governing body. They also have overall responsibility for the Teaching School.

Deputy Headteacher* has particular responsibility for leadership and management of curriculum, assessment recording and reporting, pupil progress and staff development, working with the Headteacher within the senior leadership team. The post holder also acts as teacher appraiser

Assistant Headteacher* – Social Emotional Mental Health, Behaviour, Welfare & Staffing lead and manage Social Emotional & Mental Health, Behaviour & Wellbeing (SEMH) needs/ school staffing. The post holder also acts as teacher appraiser

Assistant Headteacher* – Curriculum Lead, lead on whole school curriculum, responsible for review of the curriculum, implementation, monitoring, progress and moderation. This role will include close working with the Deputy Headteacher who has the overall responsibility for the curriculum. The post holder also acts as appraiser of teachers.

SENCO and EHCP Co-ordinator*- Whole-school responsibility as designated SENCO overseeing the Annual Review Process and EHCP Co-ordinator, Designated Teacher for Children Looked After, Inclusion Lead and Outreach Lead..

Safeguarding Officer- promoting the welfare and protection of all children and young people at Fiveways School. Working with parents/carers and other professional agencies for the protection of children.

School Business Manager* provides comprehensive operational and strategic management of the finances, HR and premises of the school.

ITT Lead has responsibility for leading and developing the school and SPTS ITT initiatives.

Department Lead Teachers (Lower, Upper and 14 to 19) Lead and manage a department, comprised of a number of classes, and liaise with the Senior Leadership Team. Middle leadership responsibly

SPTS Lead leads and manages the Specialist Personalised Training Service.

Teachers undertake the teaching of all aspects of the curriculum & pastoral guidance for the pupils & students in his/her class & the administrative duties in respect of that class to undertake the responsibilities within the school.

Communication and Interaction Lead supports the quality and development of communication and interaction provision, systems and strategies across the school.

Communication and Interaction Assistant supports the delivery of Communication and Interaction programmes and resources across the school.

School Nurse supports the health and medical needs of pupils, reviews all relevant medical policies and procedures and, creates, reviews and updates care plans for all pupils.

Music Therapist assesses for and delivers music therapy to pupils.

ICT Teaching and Learning Assistant supports the maximising of the use of ICT to support Teaching and Learning across school, member of e-safety committee.

Website administrator, responsible for updating the school's website, recording and editing material from special events, member of e-safety committee.

Higher Level Teaching Assistant, Work under agreed systems of supervision to teach a class of pupils. Plan, prepare and deliver learning to individuals, small groups and/or classes.

Senior Teaching Assistants assist teachers in implementation of teaching and learning and provision of a stable, caring and supportive learning environment. Extended working hour of the post holders allow additional support for the teachers in the area of resource preparation, collecting evidence for learning, as well as lesson covers when needed.

Teaching Assistants assist teachers in implementation of teaching and learning and provision of a stable, caring and supportive learning environment. Teaching assistants may also have an additional allocated responsibility.



Staff structure 2023/ 2024

Midday Supervisors provide daily care, support and a safe environment for pupils inside or external to a school environment, during the lunchtime period.

Parent & Family Support Adviser provides advice and support for parents / carers through effective partnerships.

MOVE Lead TA lead and co-ordinate the schools approach to MOVE

Office Manager responsible for line management of the Administrative Team.

Finance and Administrative Assistant provides a professional financial & administrative support service,

Receptionist and Clerical Assistant provides a receptionist and administrative support service.

Administrative Assistants provide confidential administrative support.

Somerset Partnership Teaching School Officer supports operation of the Teaching School.

Inclusive Network Partnership Lead organises activities that support the core aims of the 'Partnership'

Community Inclusion Facilitator enables pupils attending our school to have inclusive after school and holiday leisure opportunities.

Community Inclusion Workers provide the practical support for pupils on the community Inclusion project.

Catering Manager managed, organised, operates and develops the catering services for pupils at Fiveways and in other agreed schools.

Kitchen Assistant support the school catering manager in their duties.

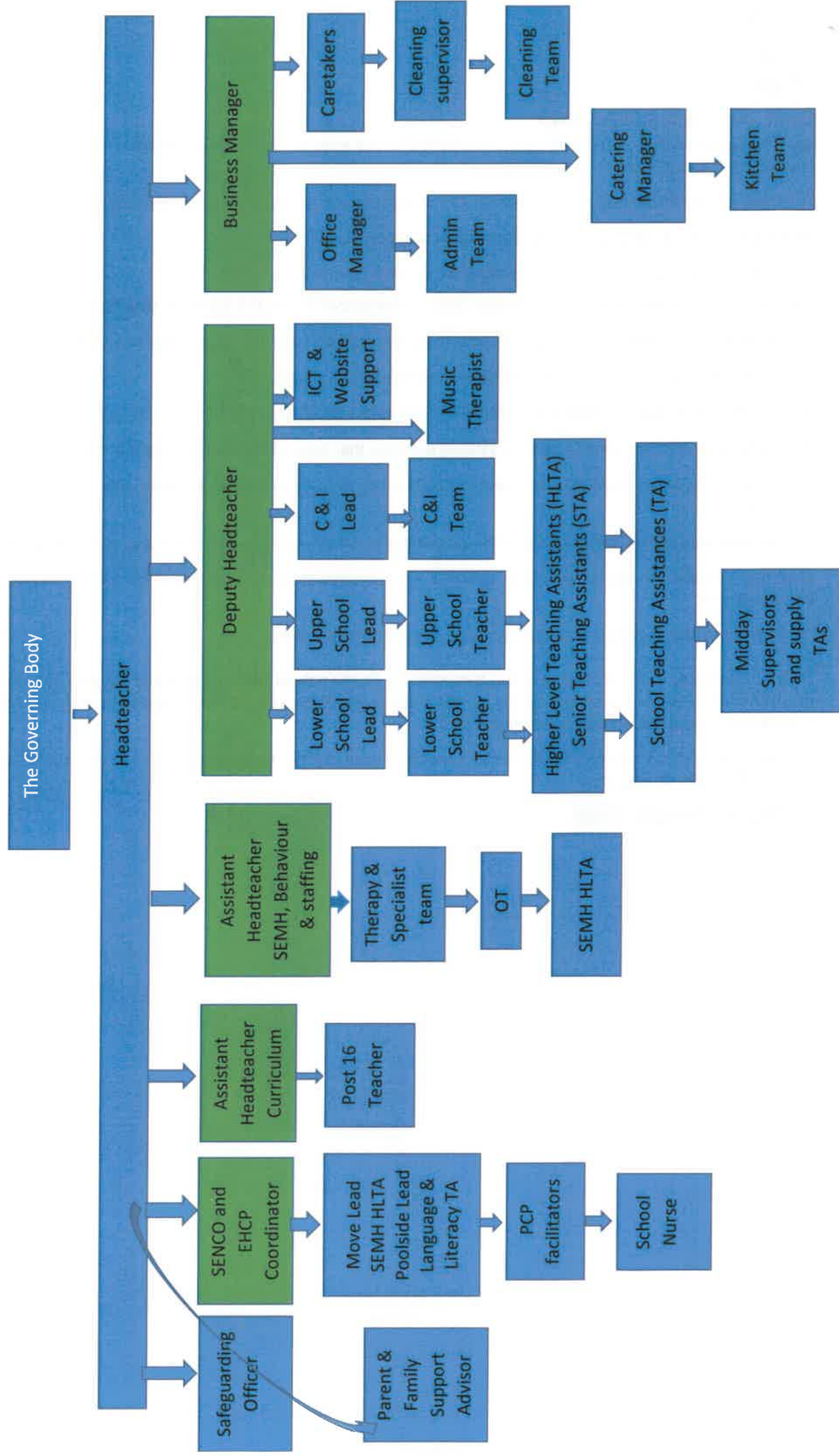
School Caretaker- with Site Manager has responsibility for the school site, ensuring that the site, its fixtures and fittings, are maintained to the highest standard for the benefit of the pupils of the school. With support from the Site Manager the caretaker will lead and manage the cleaning staff.

Cleaners provide and maintain the highest standards of cleaning for designated areas within the school, thereby ensuring the health and safety of pupils.

* demotes member of SMT



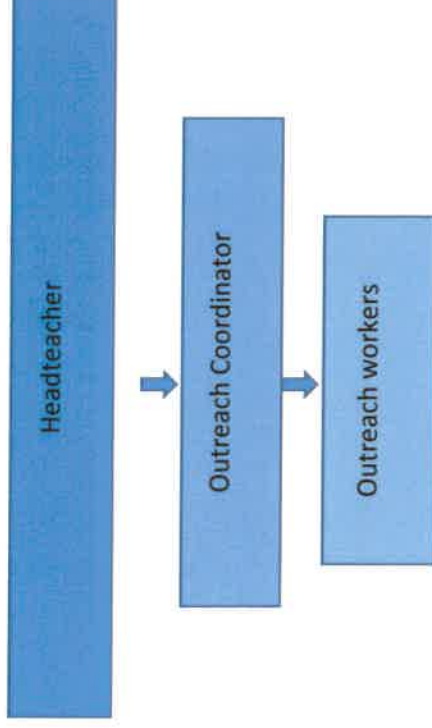
Fiveways School Staff structure 2023/ 2024





Fiveways School Staff structure 2023/ 2024

Outreach structure



Specialism and Personalised Training Services (SPTS) Structure

