

Staffing Responsibilities and Line Management Structures at Pakeman Primary School September 2021

Pakeman Primary School is a complex organisation. There are many and varied jobs at the school completed by over 50 members of staff (many of whom have more than one role) who each ensure that the school is an effective organisation which is able to meet the needs of all its pupils.

It is vital that roles are clarified to all staff and that lines of accountability are unambiguous in order to ensure the smooth running of such a large organisation. This document is intended to clarify these roles and line management structures.

Roles at the School

Headteacher is responsible for the day to day running of the school and has overall responsibility for everything that happens within the organisation. The headteacher is the direct line manager of the deputy headteacher, the assistant headteacher, the team leaders, the school business manager (SBM) and the site manager. The headteacher also assumes responsibility for the co-ordination of standards and attainment across the school.

Deputy headteacher is 2nd in line of seniority and has responsibility for teaching and learning, assessment, core and foundation subjects overall and the curriculum. The deputy headteacher line managers subject leaders.

Assistant headteacher is 3rd in line of seniority and is the designated safeguarding lead (DSL). She is also the inclusion manager, a role which focuses the school's provision for SEND, EAL, PP and more able. The DSL line manages the inclusion team – EAL teacher, SEND teacher, SEND teaching assistants and bilingual support workers

Senior leadership team (SLT) is made up of the headteacher, the deputy head, the assistant head, the team leaders and the SBM.

Team leaders are responsible for ensuring consistency throughout their phase, supporting staff and raising the quality of teaching and learning. They are also responsible for developing relationships with parents/carers in their phases. Team leaders line manage support staff in their phase.

Class teachers have management responsibility for their classes, and have direct line management responsibilities for the allocated teaching assistants/nursery nurses in that class. They also have day to day responsibility for the work of the special needs teaching assistants in their class.

2+ centre lead practitioner has direct line management responsibilities for the allocated staff in the 2+centre. They are under the management of the EYFS team leader.

EAL teacher is line managed by the assistant head. They are also responsible for the identification and support of groups and individual children who would benefit from EAL support.

SEND teacher is line managed by the assistant head. They are also responsible for the identification and support of groups and individual children who would benefit from SEND support.

Bilingual support workers are line managed by the assistant head. They also work with the inclusion team to ensure that EAL provision at the school is appropriate and effective for pupils who speak a specific language.

Child and family support worker work with specific children and their families in order to support them within challenging circumstances. They also organise parent workshops. The Child & Family Support Worker is line managed by the assistant head.

Cover supervisors are nursery nurses in EYFS who are assigned a class but can have additional responsibilities for teaching classes in the absence of teachers.

HLTA is directly line managed by the headteacher. The HLTA has an increased level of responsibility and status is awarded to support staff who meet the national HLTA standards. The HLTA can teach classes on her own, cover planned absences and allow teachers time to plan and mark. She is expected to mark the work of the class she teaches.

PE coach is responsible for teaching and assessing sports for all children in school.

Nursery nurses support and assist the nursery /reception teachers with the physical, emotional and educational needs of the children. They plan activities to encourage play and sensory stimulation.

2+ workers are responsible for learning support for groups and individuals under the direction of the 2+ centre lead.

Teaching assistants work within classes in partnership with the teachers and their primary role is to assist the teacher in providing a rich and relevant curriculum to children within a stimulating environment.

Special needs teaching assistants are in class primarily to ensure that specific children who have EHCPs are integrated effectively. This however, sometimes involves working with a number of children, in the class to ensure a stimulating environment. Special needs assistants are managed on a day to day basis by the class teacher, but their direct line manager is the assistant head.

Play team leader ensures that lunchtimes go smoothly. They ensure that the resourcing in the playground enables all types of play for children of all ages. They are also responsible for rotas and staff allocation during lunch breaks.

Play team members ensure that lunchtimes are well managed. The play team leader is the line manager of all of the play team.

School business manager is directly accountable to the headteacher. This role is to ensure the smooth running of the administrative aspects of the school but has specific finance and HR responsibilities. She is the line manager of the school office manager, the receptionist, the clerical assistant and the wellbeing, marketing and communications coordinator.

School office manager ensures the smooth running of the school office with its many varied tasks and oversees the day to day running of the main office

Receptionist/Clerical Assistant is the front of house and completes general administrative duties. She is responsible for day to day communications, plus any duties given by the school's office manager.

Wellbeing, marketing and communications coordinator works in conjunction with the SBM to attract external funding to the school. They raise the profile of the school in the wider community. They also focus on the wellbeing of staff and manage communications (website and media).

Site manager is directly responsible to the headteacher and has responsibilities for ensuring that the school site is safe and secure. He also completes minor repairs and maintenance to the building as well as liaise with contractors where necessary. He is a key health and safety officer of the school.

Playcentre coordinator organises and supervises the efficient running of the after-school provision. She is line managed by the deputy head.

Breakfast club coordinator organises and supervises the efficient running of the before-school provision. She is line managed by the deputy head.

Breakfast club and playcentre workers are responsible for the smooth running of the extended school provision.

Chair of Governors works with the headteacher to promote and maintain high standards of educational achievement, They ensure that the governing body sets a clear vision, ethos and strategic direction for the school. They, along with the governing body, hold the headteacher to account for the educational performance of the school and its pupils, and for the performance management of staff. The chair ensures oversight of the financial performance of the school and effective use of the schools resources.

Governors work in conjunction with the chair of governors to support and challenge the school.