

# NBHS Senior Leadership Team Remits 2019 – 2020

Lauren Rodger Head Teacher	Fraser McCallum Depute Head Teacher	Lara Neri Depute Head Teacher	Robert Jones Depute Head Teacher	Lynsay Barker/Karen Edwards School Business Manager
<b>General</b>	<i>Overview of Key Priority: <b>Learning and Teaching</b> to raise attainment</i>	<i>Overview of Key Priority: <b>Equity</b> to close the gaps</i>	<i>Overview of Key Priority: <b>Curriculum</b> to meet the needs of all learners</i>	<b>Finance</b>
Vision, values and aims of the school				School finance and budget, including oversight of School Fund
All aspects of school policy				Fundraising and sponsorship
All aspects of school improvement, including the School Improvement Plan	<b>Learning and Teaching</b>	<b>Learning and Teaching</b>	<b>Learning and Teaching</b>	<b>Administration</b>
	SLT link with faculties of Design & Technology, Humanities, Literacy and Performing Arts	SLT link with faculties of Health & Wellbeing, Modern Languages, Guidance and Pupil Support	SLT link with faculties of Business & Computing, Numeracy and Science	General administration of the school
<b>Learning and Teaching</b>	Cluster coordination	Teaching of assigned classes	Analysis of attainment	SEEMIS Coordinator
Oversight of curriculum and its development	Pupil profiles including BGE skills profiles	<b>Pupil Support</b>	Construction of school timetable, including options processes and initial re-coursing	IT hardware
Liaison with all faculties	Teaching of assigned classes	Pastoral care overview of Fidra and Law Houses	Developing the Young Workforce within the curriculum, including SCP	Joint lead on school expansion project
<b>Pupil Support</b>	<b>Pupil Support</b>	Pupil Support Group	Teaching of assigned classes	School statistics, e.g. annual census
UCAS support	Pastoral care overview of Craig House	Child Protection Coordinator and safeguarding	<b>Pupil Support</b>	Staff Handbook
<b>Staff</b>	Pupil transitions from primary to secondary	Looked After & Accommodated Children	Pastoral care overview of Glen House	Detention and staff duty rotas
Staffing, including remits and references	<b>Staff</b>	16+ Learning Choices and transition to post-school destinations	<b>Staff</b>	Excursions, activities, extra-curricular
Coordinator of SLT and ELT	Professional Learning Communities	Year Head for S6; Senior Council and S6 committees	Student teachers	<b>Staff</b>
<b>Resources</b>	MScTLT Cluster Coordinator	Overview of pastoral tracking and monitoring through House system	<b>Administration</b>	Non-teaching staff
Allocation of resources to support learning and teaching: staffing and materials	Professional Learning Coordinator	<b>Staff</b>	Joint lead on school expansion project	Cover for absent staff
School finance (with business manager)	<b>Administration</b>	NQTs	Admissions to School	Supply teachers
<b>Communication</b>	Monitoring, tracking and reporting of progress across the school, including development of the use of SEEMIS	<b>Administration</b>	Overview of excursions, activities, extra-curricular	Staff Welfare
Communication with parents and the community	All examinations and SQA arrangements	Enhanced admissions	Transport, including SCP	Induction of new staff, including supply
Adviser to Parent School Partnership	<b>Ethos</b>	<b>Ethos</b>	<b>Ethos</b>	<b>School Facilities</b>
School Handbook	S1 and S2 Assemblies and 5-a-week	S6 Assemblies and 5-a-week	S4 and S5 assemblies and 5-a-week	Health and Safety
Liaison with Education Service and other East Lothian Council departments	Overview of assembly programme	Recognising positive achievement		Furniture and Fittings
<b>Ethos</b>		Working with families and community		Minibus
Senior prizegiving				Whole school resources including inventory and copyright
S3 Assemblies and 5-a-week				Liaison with FES FM and FES staff on-site
Quality assurance/self-evaluation				<b>Ethos</b>
Pupil Participation				Dances, concerts and hospitality