

Bishop Wordsworth's School

Leadership and Management Structure

1. The School is an organisation of professional women and men, teachers and support staff; as such, all staff interact with little real reference to rank or hierarchy. The staff are highly qualified and all consider themselves to be part of a team which contributes to the educational, social and personal development of each pupil. In addition, individual members of staff have particular skills and knowledge. These unique qualities tend to form the basis for respect and mutual interdependence in staff relations.

2. **Leadership Team.** The staff is led by the Headmaster, Deputy Headmaster and other senior staff who are the members of the Leadership Team. Their main roles are as follows:

- Headmaster - overall responsibility for everything
- Deputy Headmaster – Curricular Director, Staffing, day to day running and Exams
- Assistant Head - Performance Management & Appraisal, Initial Teacher Training and CPD
- Assistant Head -Assessment & ICT Director, timetable production
- Director of Science, NQT Induction Tutor, Wessex Deputy CPD Link
- Bursar- Budget & finance, Estate, Health & Safety, Data Protection, Officer line manager for professional support staff
- Head of Lower School (Years 7 & 8)
- Head of Middle School (Years 9 - 11)
- Head of Sixth Form, Designated Safeguarding Lead

In addition, Heads of Department are co-opted onto the Leadership Team by request, and other staff attend when issues relevant to their roles are under discussion.

3. **Line Management.** The members of the Leadership Team are line managers for the Heads of Academic Departments.

4. **School Organisation.** The organisational divisions of the School reflect its academic and pastoral concerns:

a. **Academic Organisation.** The School is divided into academic departments which are grouped (for the purposes of both management and also effective operation) into Faculty Groups. Heads of Departments lead and manage their departments; they are budget holders and are responsible amongst other things for establishing departmental aims and objectives consistent with overall School development plans, quality assurance, setting targets, monitoring standards, apportioning resources, acting as line managers to undertake appraisals for both teaching and non-teaching staff and contributing to the professional development of colleagues.

(1) Heads of Academic Faculties meet as a body with the Headmaster once every term and the Head of each Faculty then leads the academic staff in their curriculum area in developmental meetings during the latter half of each term. The Head of every Academic Department meets the Headmaster individually for reviews in September.. Governors are invited to attend the Heads of Faculty Meetings.

(2) The Heads of Faculty Meetings also consider the review of and plans for changes to the School curriculum, with recommendations submitted to the Headmaster.

(3) The Deputy Headmaster meets each Head of Department formally once a year in the Spring Term.

b. **Pastoral Organisation** - The School is divided into three sections. The Lower School comprises Years 7 & 8 (Key Stage 3), the Middle School is Years 9-11 (Key Stage 4) and the Upper School is Years 12-13 (the Sixth Form). The Heads of Lower and Middle School each work with a tutor team with whom they meet regularly. The role of the tutor is crucial because high academic standards and pupil welfare are seen as interlinked, hence most full-time members of the teaching staff act as tutors in which role they combine the roles of pastoral carer and academic manager of the pupils in their care. Sixth form boys are assigned an academic mentor; the Mentor Team meets regularly with the Head of Sixth Form. Supplementary pastoral support is provided by the School Chaplain and the Senior Tutor while the Learning Support Co-ordinator ensures that any particular learning needs are considered and appropriate interventions made.

5. **Other Responsibilities.** Certain additional cross-curricular themes and whole school responsibilities fall to various members of both teaching and support staff as follows:

- Timetabling
- Collective Worship
- Appraisal for teaching and non-teaching staff
- Staff Development
- Child Protection
- Special Educational Needs and Medical Conditions
- Information and Communication Technology
- Personal, Social and Health Education
- Careers and Higher Education information, advice & guidance.

6. **Professional Support Staff.** The Professional Support Staff comprise:

- Staff in the Headmaster's Office (School Secretary)
- Staff in the Finance Office (Bursar and Finance Team)
- HR Officer
- School Information Officer (manages SIMS)
- Admin officers and assistants
- Pastoral Support Officers
- Exams Office Staff
- School Receptionists
- Site Management Team
- Departmental Technicians for Chemistry, Biology, Physics, Art & Design and Design Technology
- ICT Network Manager and Team
- School Catering Team
- Cover Supervisors and invigilators
- Development Officer
- The Company Secretary.

Annex:

A. Diagram of Management Structure.