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# OVERSTONE PARK SCHOOL

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## Leadership & Management Structure



## Leadership & Management Structure

Date	Review Date	Coordinator
September 2024	August 2025	Mrs M Brown Mrs D York Miss A West Ms V Brown Ms K Gorton

We believe this policy relates to the following legislation:

- Standards and Framework Act 1998
- Equality Act 2010
- Education & Inspections Act 2006
- Education Act 2011

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We believe it is essential to have in place good leadership and management structures in order for the school to be effective. We expect the Principal to provide a very clear direction for school improvement and make certain that everyone involved knows precisely what their roles and responsibilities are.

The Principal must ensure that the Senior Leadership Team is highly professional and well prepared through training and support to achieve high standards in their work. Also, they must be very incisive in their monitoring of teaching and learning, ensuring everyone has clear points for development.

We work hard to ensure all staff feel secure and supported by each other and are very willing to share ideas and work closely together.

We believe it is our duty to be extremely knowledgeable about the work of the school and contribute fully to school improvement planning and to ensure the school is very well resourced to meet its priorities and monitor their impact.

We work hard to maintain the excellent relationships with parents and pupils and to seek and act upon their views.

We feel that all stakeholders show and demonstrate a commitment and drive to further develop this school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- To have in place effective leadership in order to move the school forward.
- To have in place effective management systems in order for the school to run smoothly.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Principal**

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure the Senior Leadership Team is highly professional and well prepared through training and support to achieve high standards in their work;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with school personnel, parents and governors;
- annually report on the success and development of this policy.

The Principal believe the following teams need to be in place:

### **Senior Management Team**

- Principal
- Senior Management Team
- Foundation Stage Leader
- SENCO
- Administrator / Office Manager

### **Curriculum Teams**

- Foundation Stage
- Subject leaders

### **SEN Team**

- SENCO
- Lead learning behaviour mentor

- Learning behaviour Support mentors

### **Office Management Team**

- Administrator/ Office Manager
- Clerical Assistant
- First Day Response Assistant

### **Lunch and break Pupil Supervision**

- Morning Supervisor
- Midday Supervisors

### **Role of the Senior Leadership Team**

The Senior Leadership Team will:

- provide resources to support this policy;
- monitor of teaching and learning;
- monitor the performance of pupils by analysing data and by discussion with class teachers;
- monitor the progress and development of this policy;
- assess the impact of this policy.

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Raising Awareness of this Policy**

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;

- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
  - Facebook
  - Twitter
  - Virtual pin boards
  - School blog

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - School Improvement
  - Self-Evaluation and School Improvement
  - Teaching and Learning
  - Target Setting
  - Using Data
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

<b>Principal:</b>	<b>Mrs M F Brown</b>	<b>Date:</b>	<b>September 2024</b>
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