

Headteacher

Adam Malin (F/T)

Safeguarding- DSL, off site visits, site safety
Policy Leadership and Management
Appraisal and Performance Management
Staff Recruitment, Development and Training
Leadership of School Culture and Ethos
Leadership of School Improvement Plan
Leader of Curriculum Development
Monitoring School Performance and Standards
Strategic Direction and Leadership
Development of Senior Leaders
Management of Resources and Staffing
Governance and Accountability
Leadership of Financial Processes
Management of Health and Safety and Risk Management
Parental Complainants
Attendance
Behaviour
To support Deputy Headteacher with Parent and Community Engagement

Lower School Lead (N-2) Assessment and ECT/Student Placement

**Laura Burnside (0.8)
(Deputy Headteacher)**

Safeguarding- DSL
Monitor Progress of Pupils (Data analysis, provision impact, planning monitoring, progress meetings, Learning Walks etc)
Supporting Headteacher Leadership and Governance
Monitoring and reporting of the Curriculum to SLT
Moderation, Expectations and Standards (Pupil tracking (academic), including analysis of pupil achievement and value-added data)
Pupil Premium Strategy
Transition lead

Upper School Lead (Y3-6) Curriculum Development and Staff Mentor

**Sarah Franklin (F/T)
(Deputy Headteacher)**

Safeguarding- DSL
Monitor Progress of Pupils (Data analysis, provision impact, planning monitoring, progress meetings, Learning Walks etc)
Co-ordinating support post Inset
Supporting Headteacher Leadership and Governance
Monitoring and reporting of the Curriculum to SLT
Moderation, Expectations and Standards (Pupil tracking (academic), including analysis of pupil achievement and value-added data)
Training and Induction Programmes Lead

Staffing Structure 2026 - 2027

Initial Teacher Training (ITT) Lead Support Headteacher with CPD / Staff Development (including INSET) Diary Dates and Staff Communication As Directed by Headteacher Appraisal and Performance Management Supporting Headteacher in reporting to Governance Leading school-wide strategic direction and improvement alongside Headteacher, ensuring high-quality Provision in Years N-2 Managing day to day Staff Development in the phase	Support Headteacher with CPD / Staff Development (including INSET) Curriculum Development As Directed by Headteacher Appraisal and Performance Management Supporting Headteacher in reporting to Governance Leading the development of Cultural Capital to enrich children's experiences (including Trips and Events) Leading school-wide strategic direction and improvement alongside Headteacher, ensuring high-quality Provision in Years 3-6 Managing day to day Staff Development in the phase
Safeguarding and Inclusion Lead & SENCO Abigail Donnelly (0.8) (Assistant Headteacher)	Business Manager Agneta Sinickaite (0.8)
Lead safeguarding, to inc: Safeguarding- DSL , off site risk assessments Child Safeguarding Policy ownership – amending in light of recommendations, school climate and the latest documents from The Department of Education (i.e. KCSIE). Liaise with the Governing Body to report on whole school safeguarding, creating the safeguarding monitoring report and liaising with link governor Ensure a strong safeguarding culture through staff development and training Liaise with external agencies to support and facilitate matters regarding to Safeguarding – attending meetings as required: keeping accurate and outcome led records Online Safety Chair Internal Every Child Matters Meetings LAC, EAL Lead At the direction of the Headteacher, Line Management of the pastoral and SEND team Equality across the school Whole-school SEND strategic Lead Oversea Provision for High-need Pupils Drive inclusive Teaching and Learning (High-Quality First teaching, adaptive practice) Drive SEND quality assurance processes (EHCP tracking, provision mapping, pupil voice) SEND intent and Implementation (Collaboration with other SLT members) Moderation, Expectations and Standards for SEND learners Lead on Statutory Processes and Documentation (EHCPs, Annual reviews) Monitor Progress of SEND pupils (Data analysis, provision impact, progress meetings)	Chief Financial Officer- Budget setting and financial management Business Planning HR leadership of Support Staff - Recruitment, Induction, Appraisal and Personnel Issues Staff Absence Management HR Policies, Procedures and Contracts, Pensions Single Central Register As Directed by Headteacher Appraisal and Performance Management of Administrated Staff Manage day to day staff development and deployment of clerical and support staff Data Protection Manager Capital Funding and Project/Change Management Asset Management Wrap Around Provision Site Management Letting of School Premises ICT strategic and operational management Marketing Company Secretary Legal Issues Health and Safety Procurement of Supplies and Services and Contract Management Catering Income Generation, including Fundraising Website Compliance

Staffing Structure 2026 - 2027

Targeted interventions to improve outcomes Support and oversee adaptive Teaching Strategies and Scaffolding Approaches Support the transition of SEND children at key points in their educational journey Manage resources in relation to SEND – including, where appropriate, the allocation of timetabled staff for specific SEND provision Supporting Headteacher in reporting to Governance	Supporting Headteacher in reporting to Governance and Accountability
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Pastoral Lead

Sam Chambers (F/T)

To lead and promote wellbeing led initiatives

Liaise with external agencies to support and facilitate matters regarding to pastoral support and mental health (Eg- Karen Kirkpatrick, Hounslow MHST) – attending meetings as required: keeping accurate and outcome led records

Mental Health Lead

To provide training and support to teachers on the use of relevant materials

Monitor and Reporting Behavior of Pupils (provision impact, planning monitoring)

Liaise with PE lead to develop provision for Sports Leaders

Lead, monitor and report on pastoral initiatives (Eg Peer Mentoring and Pastoral Passport)

To lead targeted interventions to improve behaviour and pastoral outcomes

To lead on Whole School Wellbeing initiatives

Curriculum Development

Gabby Kai (F/T)

As directed by Headteacher, to develop and implement specific curriculum content

Collaborate with teachers and educational experts to design and test curriculum materials

Conduct research on current trends in education and incorporate findings into curriculum

Create assessments and evaluate pupil performance to measure the effectiveness of curriculum

Provide training and support to teachers on the use of curriculum materials

Continuously evaluate and refine curriculum to ensure it remains relevant and effective

Monitoring and reporting of the Curriculum to SLT, and Governance

Staffing Structure 2026 - 2027

F/T MLT 1 Maternity	0.6 MLT 2 Non- core subject Lead	F/T MLT 3 Core Subject Lead	0.8 MLT 4 Non- core subject Lead	0.8 MLT 5 Non- core subject Lead	F/T MLT 6 Non- core subject Lead	F/T MLT 7 Non- core subject Lead
0.6 ECT 1	F/T ECT 2	F/T ECT 3				
0.4 CT1 Non- core subject Lead	0.4 CT 2 Core subject Lead Support	0.6 CT 3 Core Subject Lead Support	0.2 CT 4			

School Administrator (F/T) • Census • School (including safeguarding and SEN) Records • Admissions/Leavers • ParentMail • Clubs • Finance Assistance- as directed by Business Manger		Site Manager • Health and safety (organising checks, COSHH) • Maintenance • Contractors • As Directed by Headteacher Appraisal and Performance Management of Cleaning Staff		Attendance and Welfare Assistant (0.8) • Attendance data (Staff and Pupils) • Referrals – attendance, attendance meetings • Support for vulnerable pupils (including ELSA) • SMSA • New starter meetings • Ordering		School Receptionist (F/T) • Communications • Appointments • Lunchtime First Aid		
HLTAs x 2 • Class Support • Short Term Supply Cover When Directed by SLT		TAs x 15 • 9 x Class based • 6 x SEN roles		Lunchtime SMSAs x 12 • 1 x Lead SMSA • 11 x SMSA		Wrap Around Care • Breakfast Club x4		Cleaners x1