



# CFS Leadership Structure 2023-2024



## Senior Leadership Team

Role	Executive Principal		Head of Primary	Head of Secondary	School Business Manager		Vice Principal	Vice Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal
Current Post Holder (and Hours)	Mrs Louise New		Mr James Garner	Mr Ben Phillips	Mrs Gayle Austin-Hogg		Mrs Cathryn Halton	Mr Lee Hardwick	Mrs Claire Tunnicliffe <i>(not Thursday)</i>	Mr Rob Angell	Mrs Georgia Hayes <i>(not Friday)</i>	Mr Phil Fowler
Strategic Focus	Quality of Education		Quality of Primary Education and All Through Curriculum and Assessment	Quality of Secondary Education and All Through Curriculum and Assessment	Business Management		All Through Inclusion	All Through Behaviour and Pastoral	All Through Learning and Teaching	All Through Pupil Development and Cultural Capital	Primary Pupil Progress	Secondary SENDCo and Disadvantaged Pupils
Day to Day Operational Focus	Both	phases	Primary	Secondary	Both	phases	Secondary	Secondary	Primary	Secondary	Primary	Secondary
Responsibilities	<ul style="list-style-type: none"> <li>* Quality of Education throughout the All Through School</li> <li>* Quality Assurance</li> <li>* Staff Performance Management</li> <li>* Strategic Development Plan</li> <li>* School Improvement Plan</li> <li>* External Accountability Attainment and Progress Results</li> <li>* Governance</li> <li>* Budget</li> <li>* Staff Wellbeing</li> <li>* School Compliance</li> <li>* Trust Development</li> <li>* Data Protection Officer</li> <li>* Recruitment and Retention</li> <li>* Secondary reports and PPCs</li> <li>* Secondary Target Setting</li> <li>* Pupil Voice</li> </ul>		<ul style="list-style-type: none"> <li>* Teaching in the Primary phase</li> <li>* Leadership and day to day running of the Primary Phase</li> <li>* Deputising for the Executive Principal</li> <li>* All Through Curriculum and Skills Progression</li> <li>* Quality of Education throughout the Primary Phase</li> <li>* External Key Stage 1 and 2 Accountability Attainment and Progress Results</li> <li>* Primary assessment and feedback</li> </ul>	<ul style="list-style-type: none"> <li>* Teaching in the Secondary phase</li> <li>* Leadership and day to day running of the Secondary Phase</li> <li>* Deputising for the Executive Principal</li> <li>* All Through Curriculum and Skills Progression</li> <li>* Secondary Assessment</li> <li>* Timetable</li> <li>* Quality of Education throughout the Secondary Phase</li> <li>* External Key Stage 4 Accountability Measures</li> <li>* GCSE Guided Choices</li> <li>* Key Stage 3 Pupil Progress</li> <li>* Standards in Year 10 and Year 11</li> </ul>	<ul style="list-style-type: none"> <li>* School Finances and Budget Planning</li> <li>* School Site and Resources Management</li> <li>* Overseeing HR and Personnel</li> <li>* ICT Systems and Management</li> <li>* Premises</li> <li>* Leasing</li> </ul>		<ul style="list-style-type: none"> <li>* Teaching in the Primary phase</li> <li>* Inclusion</li> <li>* All Through Special Educational Needs Coordinator</li> <li>* Designated Teacher for Looked After and Previously Looked After Children</li> <li>* Pupil Premium Funding</li> <li>* Designated Safeguarding Lead: Primary</li> <li>* Key Stage 3 Interventions</li> <li>* Whole School Attendance</li> <li>* Phoenix assemblies</li> </ul>	<ul style="list-style-type: none"> <li>* Teaching in the Secondary phase</li> <li>* Designated Safeguarding Lead for the All Through School (strategic lead)</li> <li>* Whole School Behaviour</li> <li>* Representative on School Fair Access Panel</li> <li>* Overseeing Secondary Tutor Time</li> <li>* Pupil Standards including Uniform and Punctuality</li> <li>* Rewards and Praise</li> <li>* Secondary Assemblies</li> <li>* In Year Joiners and Admission Appeals</li> <li>* Mental Health and Wellbeing</li> <li>* Aquila assemblies</li> <li>* Standards in Year 9</li> </ul>	<ul style="list-style-type: none"> <li>* Teaching in the Primary and Secondary phases</li> <li>* All Through Teaching and Learning</li> <li>* Continued Professional Development</li> <li>* Middle School model</li> <li>* Overseeing ITT Training and ECTs</li> <li>* Use of Technology (Google Education)</li> <li>* External pupil transition</li> <li>* Standards in Year 7</li> <li>* Noctua assemblies</li> </ul>	<ul style="list-style-type: none"> <li>* Teaching in the Secondary phase</li> <li>* Enrichment and House System</li> <li>* Trips and Visits</li> <li>* PSHE delivery across both phases</li> <li>* Careers Education</li> <li>* Unifrog and CFS Passport</li> <li>* Overseeing the Futures Hub</li> <li>* Pupil Leadership</li> <li>* EVC</li> <li>* Work Experience for work and college</li> <li>* Learning to Learn (revision and study skills)</li> <li>* GCSE revision support</li> <li>* Standards in Year 8</li> <li>* Pegasus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>* Teaching in the Primary phase</li> <li>* Pupil Progress and Attainment throughout Key Stages 1 and 2</li> <li>* Primary Target Setting and Tracking</li> <li>* Primary Assessment Reports and PPCs</li> <li>* Academic provision and support in the Primary phase</li> <li>* Internal Year 6-7 Transition</li> <li>* Forest School</li> </ul>	<ul style="list-style-type: none"> <li>* Teaching in the Primary and Secondary phases</li> <li>* Quality of education and provision for SEND learners in the Secondary phase</li> <li>* Disadvantaged Pupils in both phases</li> <li>* LSA provision and support in the Secondary phase</li> <li>* Secondary EHCP applications</li> <li>* External accountability measures in Secondary for SEND pupils</li> <li>* Access Arrangements for Secondary pupils</li> <li>* Secondary SEND interventions</li> </ul>
Line Management responsibilities	<ul style="list-style-type: none"> <li>* Head of Primary</li> <li>* Head of Secondary</li> <li>* School Business Manager</li> <li>* VP: Inclusion</li> <li>* AP: Learning and Teaching</li> <li>* AP: Pupil Development and Cultural Capital</li> <li>* Head of English</li> <li>* Marketing and Admissions Manager</li> <li>* Sims and Exams Manager</li> <li>* PA to the Principal</li> <li>* Recruitment Manager</li> <li>* GCSE Raising Standards Lead</li> <li>* Cover Manager</li> <li>* Safeguarding Team</li> </ul>		<ul style="list-style-type: none"> <li>* Primary teachers, as determined each year</li> <li>* Primary Maths Lead</li> <li>* Primary English Lead</li> <li>* Primary Phonics and Early Reading Lead</li> <li>* Primary Pastoral Officer</li> <li>* EYFS teachers</li> <li>* AP: Primary Pupil Progress</li> </ul>	<ul style="list-style-type: none"> <li>* VP: Behaviour and Pastoral</li> <li>* Head of Maths</li> <li>* Head of Science</li> <li>* Head of Humanities</li> <li>* Head of PE</li> <li>* Key Stage 3 Data Lead</li> <li>* Head of Year 10</li> <li>* Head of Year 11</li> </ul>	<ul style="list-style-type: none"> <li>* Finance Manager</li> <li>* Staff Absence and HR Officer</li> <li>* Site Manager</li> <li>* Network Manager</li> <li>* Lettings Manager</li> <li>* Data Analysis and Systems Lead</li> </ul>		<ul style="list-style-type: none"> <li>* Head of MFL</li> <li>* Head of DT and Art</li> <li>* Primary SENDCo</li> <li>* AP: Secondary SENDCo and Disadvantaged Pupils</li> <li>* Attendance and Family Liaison Manager</li> </ul>	<ul style="list-style-type: none"> <li>* Secondary Pastoral Team</li> <li>* Head of Eagle Point</li> <li>* Subject Lead for Business Studies</li> <li>* Subject Lead for Media Studies</li> <li>* Assistant Head of Year 7</li> <li>* Behaviour Manager</li> <li>* Lead Tutor</li> </ul>	<ul style="list-style-type: none"> <li>* Subject Lead of Music</li> <li>* L and T Support</li> <li>* Head of Year 7</li> <li>* Reading and Literacy Champion</li> <li>* Year 7 English and Maths Team</li> </ul>	<ul style="list-style-type: none"> <li>* Head House Champion</li> <li>* CCF and D of E</li> <li>* Futures Manager</li> <li>* Dance</li> <li>* Head of Year 8</li> <li>* Head of Year 9</li> </ul>	<ul style="list-style-type: none"> <li>* Primary teachers, as determined each year</li> <li>* Medical Officer</li> </ul>	<ul style="list-style-type: none"> <li>* LSAs based in Secondary</li> <li>* Therapeutic Interventions Officer</li> <li>* Access Arrangements Officer</li> <li>* Subject Lead of Drama</li> </ul>
Line Managed by	CEO		Executive Principal	Executive Principal	Executive Principal		Executive Principal	Executive Principal	Executive Principal	Executive Principal	Head of Primary	Vice Principal: All Through Inclusion



**Extended Leadership Team**

Role	GCSE Raising Standards Leader <i>(alongside Head of Year and Subject Lead of Geography)</i>	Primary SENDCo
Current Post Holder	<b>Mr Nick Elliman</b> (1.0)	<b>Mrs Alexa Angell</b> (0.6) <i>Tues-Thurs</i>
Day to Day Operational Focus	Secondary	Primary
Responsibilities	<ul style="list-style-type: none"> <li>* Teaching in the Secondary phase</li> <li>* Pupil Progress and Attainment in Key Stage 4</li> <li>* Academic Interventions in Key Stage 4</li> <li>* Internal exams</li> <li>* Analysis of GCSE accountability data</li> <li>* Key Stage 4 Parallel Inclusive Provision</li> </ul>	<ul style="list-style-type: none"> <li>* Quality of education and provision for SEND learners in the Primary phase and Year 7</li> <li>* LSA provision and support in the Primary phase and Year 7</li> <li>* Primary EHCP applications</li> <li>* External accountability measures in Primary for SEND pupils.</li> <li>* Access Arrangements for Primary pupils</li> <li>* Primary SEND interventions</li> <li>* EYFS transition support</li> </ul>
Line Management responsibilities	* Subject Lead of Computer Science	<ul style="list-style-type: none"> <li>* LSAs based in Primary</li> <li>* LSA Supervisor</li> <li>* HLTA based in Primary</li> <li>* ELSA</li> </ul>
Line Managed by	Executive Principal	Vice Principal: All Through Inclusion