

# Kirkhill Primary Leadership Team Remits 2018 - 2019

HGIOS4 Quality Indicator links	Miss Liz Edmonstone <i>Head Teacher</i>	Miss Karen Cumming <i>Depute Head Teacher (Acting)</i>	Mrs Yvonne Hughes <i>Principal Teacher</i>	Mrs Jane Tees <i>Principal Teacher</i>	Mrs Pamela King <i>Principal Teacher (Acting)</i>	Mr Scott Russell <i>Principal Teacher (Acting)</i>
LEADERSHIP FOCUS	OPERATIONAL LEAD	Primary 5 & Primary 7 Lead	Primary 1 & Primary 3 Lead	Primary 4 Lead	Primary 2 Lead	Primary 6 Lead
<b>Leadership and Management</b>						
<b>1.1 Self-evaluation for self-improvement</b> <b>1.2 Leadership of Learning</b> <b>1.3 Leadership of change</b> <b>1.4 Leadership and management of staff</b> <b>1.5 Management of Resources to promote equity</b>	<ul style="list-style-type: none"> <li>Health &amp; Safety Lead Officer</li> <li>Building staff capacity</li> <li>Self-evaluation</li> <li>Vision, Values and Aims</li> <li>School Improvement Plan</li> <li>Cluster Improvement Plan</li> <li>Quality Assurance Lead</li> <li>Reporting to Directorate</li> <li>Standards and Quality Reporting</li> <li>PRD – DHT &amp; Principal Teachers</li> <li>Professional Learning Events</li> <li>Strategic Planning</li> <li>Staffing</li> <li>Finance and Budget</li> <li>Strategic leadership and direction</li> <li>Develop and maintain effective policies and practices</li> <li>Facilities Management</li> <li>Cluster Management Group</li> <li>Pastoral needs of all staff</li> <li>Budget: HWB</li> </ul>	<ul style="list-style-type: none"> <li>Building Staff Capacity</li> <li>Deputise in the absence of the Head Teacher</li> <li>Quality Assurance Support</li> <li>Plan and Deliver Professional Learning</li> <li>CLPL Coordinator/ Research Lead/ Staff Website</li> <li>Student &amp; Work Experience Placement coordinator</li> <li>PRD – Class Teachers</li> <li>NQT Regent</li> <li>Timetabling</li> <li>Absence Management</li> <li>Absence Cover</li> <li>Budget: Numeracy &amp; Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Building staff capacity</li> <li>PRD – Teachers</li> <li>Budget: Modern Languages</li> <li>NQT Mentor</li> <li>Literacy and English</li> <li>Expressive Arts</li> <li>LGBT co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>Building staff capacity</li> <li>PRD – Teachers</li> <li>Budget: Technologies, Sciences, Social subjects</li> <li>NQT Mentor</li> <li>Behaviour Support</li> <li>Line-mange effective deployment of PSAs</li> <li>PRD – PSA</li> </ul>	<ul style="list-style-type: none"> <li>Building Staff Capacity</li> </ul>	<ul style="list-style-type: none"> <li>Building Staff Capacity</li> <li>PRD – Teachers</li> <li>Vision, Values and Aims</li> <li>NQT Mentor</li> </ul>
<b>Learning Provision</b>						
<b>2.1 Safeguarding and child protection</b> <b>2.2 Curriculum</b> <b>2.3 Learning Teaching and Assessment</b> <b>2.4 Personalised Support</b> <b>2.5 Family Learning</b> <b>2.6 Transitions Partnerships</b>	<ul style="list-style-type: none"> <li>Parental Engagement</li> <li>Child Protection Lead Officer</li> <li>Children's Hearing Lead Officer</li> <li>Planning, tracking and monitoring of learning, teaching and care</li> <li>Parent Council advisor</li> <li>Community partnerships</li> <li>Pupil Attendance Lead Officer</li> <li>STEM</li> <li>Pastoral needs of all pupils</li> <li>Anti-bullying coordinator</li> <li>Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>Child protection depute</li> <li>Children's Hearing Depute Lead</li> <li>Equalities Coordinator</li> <li>Learning, teaching, planning tracking and monitoring P5 &amp; P7</li> <li>P7/ S1 Transition</li> <li>Early Years Transition</li> <li>Health &amp; Wellbeing</li> <li>Primary 7C NCC</li> <li>ASN meetings – team chair</li> <li>HWB – safety</li> </ul>	<ul style="list-style-type: none"> <li>Cluster Working</li> <li>Social Studies</li> <li>Modern Languages</li> <li>HWB – social/emotional</li> <li>ASN – Lead Officer</li> <li>Learning, teaching, planning tracking and monitoring P1 &amp; P3</li> <li>Baseline Assessments</li> <li>Teaching Commitment P3B</li> <li>More able pupils</li> </ul>	<ul style="list-style-type: none"> <li>Cluster Working</li> <li>Technologies/creativity</li> <li>Social Studies</li> <li>Outdoor Learning</li> <li>DYW</li> <li>Nurture</li> <li>Learning, teaching, planning tracking and monitoring P4</li> <li>Teaching Commitment P4A</li> <li>Tracking process</li> <li>HWB – food</li> </ul>	<ul style="list-style-type: none"> <li>ASN – Lead Officer</li> <li>Track progress of PEF, lowest 20%, EAL and P2</li> <li>Literacy and English</li> <li>Reading Recovery Teacher</li> <li>Extended Transitions</li> <li>Early intervention</li> <li>Dyslexia Advisor</li> </ul>	<ul style="list-style-type: none"> <li>Parental engagement</li> <li>STEM</li> <li>RME</li> <li>Learning, teaching, planning tracking and monitoring P6</li> <li>Pupil Support</li> <li>P7 transitions</li> <li>HWB – sexual health and relationships</li> <li>Sports Day</li> <li>Staff Social Committee</li> </ul>
<ul style="list-style-type: none"> <li><b>Pupil Playground Support</b></li> <li><b>Lunch Duty</b></li> <li><b>Am Gate</b></li> <li><b>PM top gate</b></li> <li><b>PM bottom gate</b></li> </ul>	<ul style="list-style-type: none"> <li>Monday, Tuesday, Wednesday, Thursday, Friday</li> </ul> <p>See Break and cover timetable for more details</p>	<ul style="list-style-type: none"> <li>Monday, Tuesday, Wednesday, Friday</li> </ul> <p>See Break and cover timetable for more details</p>	<ul style="list-style-type: none"> <li>Monday, Thursday, Friday</li> </ul> <p>See Break and cover timetable for more details</p>	<ul style="list-style-type: none"> <li>Monday, Tuesday, Friday</li> </ul> <p>See Break and cover timetable for more details</p>	<ul style="list-style-type: none"> <li>Monday, Tuesday, Wednesday, Thursday</li> </ul> <p>See Break and cover timetable for more details</p>	<ul style="list-style-type: none"> <li>Monday, Wednesday, Thursday</li> </ul> <p>See Break and cover timetable for more details</p>
<b>Successes and Achievements</b>						
<b>3.1 Improving wellbeing, equality and inclusion</b> <b>3.2 Raising attainment and achievement</b> <b>3.3 Increasing creativity and employability</b>	<ul style="list-style-type: none"> <li>HT Awards</li> <li>Newsletter</li> <li>School website</li> <li>Celebrate Success</li> <li>Twitter</li> <li>Friday Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>P5 and P7 Assemblies</li> <li>Newsletter</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>P1 and P3 Assemblies</li> <li>Pupil Voice Groups</li> <li>Newsletter</li> <li>Extra-curricular activities</li> <li>House and whole school events (charities)</li> <li>Assemblies</li> <li>Pupil Group co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>P4 Assemblies</li> <li>Newsletter</li> <li>Celebrate Success (Twitter)</li> </ul>	<ul style="list-style-type: none"> <li>Primary 2 Assemblies</li> <li>Newsletter</li> <li>GIRFEC lead</li> </ul>	<ul style="list-style-type: none"> <li>Primary 6 Assemblies</li> <li>Newsletter</li> <li>P7 Outdoor education trip</li> <li>P7 transitions</li> <li>Faith assemblies and church organisation.</li> </ul>