

# Kirkhill Primary Leadership Team Remits 2019- 2020

HGIOS4 Quality Indicator links		Miss Liz Edmonstone Head Teacher	Miss Karen Cumming Depute Head Teacher (P1-3)	Mrs Lesley Menzies Depute Head Teacher (P4-7)	Mrs Jane Tees Principal Teacher	Miss Lorna MacGregor Principal Teacher	Miss Rhiannon Harvey Principal Teacher (Acting)	Mr Paul Tyler Principal Teacher (Acting)
LEADERSHIP FOCUS		OPERATIONAL LEAD	Primary 3 Lead	Primary 4 & 5 Lead	Primary 2 Lead	Primary 1 Lead	Primary 7 Lead	Primary 6 Lead
<b>Leadership and Management</b>								
1.1	Self-evaluation for self-improvement	<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>Analysis and evaluation of intelligence and data</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>PRD – Class Teachers</li> <li>Timetabling</li> <li>Absence Management P1-3</li> <li>Absence Cover</li> <li>Budget: Literacy and English</li> <li>ASN co-ordinator</li> <li>Analysis and evaluation of intelligence and data P1-3</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>NQT Regent</li> <li>PRD – Class Teachers</li> <li>Budget: Numeracy &amp; Mathematics</li> <li>Newsletter Lead</li> <li>P7 Transitions</li> <li>PEF and LP 20% co-ordinator</li> <li>Analysis and evaluation of intelligence and data P4-7</li> <li>Absence Management P4-7</li> </ul>	<ul style="list-style-type: none"> <li>Building staff capacity</li> <li>PRD – Teachers</li> <li>Budget: Social subjects and Modern Languages</li> <li>NQT Mentor</li> <li>Promoting positive relationships and behaviour</li> <li>Line-mange effective deployment of PSAs</li> <li>PRD – PSA</li> <li>Absence management PSAs</li> </ul>	<ul style="list-style-type: none"> <li>Building Staff Capacity</li> <li>PRD – Teachers</li> <li>Literacy and English</li> <li>Playful Pedagogy Lead</li> <li>Child lead learning P1-3</li> <li>NQT Mentor</li> <li>P1 Transitions</li> <li>Health and Wellbeing</li> <li>Promoting positive behaviour and relationships development lead</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> <li>Child-lead learning P4-7</li> <li>Expressive Arts</li> <li>Budget: Health and Wellbeing</li> <li>LGBTQI co-ordinator</li> <li>Health and Wellbeing</li> <li>Anti-bullying</li> </ul>	<ul style="list-style-type: none"> <li>Building staff capacity</li> <li>NQT Mentor</li> <li>PRD – Teachers</li> <li>STEM</li> <li>Digital Technologies</li> <li>Budget: Technologies, Sciences</li> </ul>
1.2	Leadership of Learning							
1.3	Leadership of change							
1.4	Leadership and management of staff							
1.5	Management of Resources to promote equity							
<b>Learning Provision</b>								
2.1	Safeguarding and child protection	<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> <li>ASN overview</li> <li>Dyslexia friendly schools</li> <li>Literacy and English</li> </ul>	<ul style="list-style-type: none"> <li>ASN – Lead Officer</li> <li>Child protection depute</li> <li>Children's Hearing Depute Lead</li> <li>Equalities Coordinator</li> <li>Learning, teaching, planning tracking and monitoring P3</li> <li>ASN meetings – team chair</li> <li>Parental engagement</li> <li>RME</li> <li>ASN overview</li> <li>Family learning</li> <li>Partnerships – community engagement</li> <li>ASN – personalised support</li> </ul>	<ul style="list-style-type: none"> <li>Staff Development Co-ordinator</li> <li>Cluster Working</li> <li>HWB – safety</li> <li>Learning, teaching, planning tracking and monitoring P4 &amp; P5 P7/ S1 Transition</li> <li>Track progress of PEF, lowest 20%, EAL</li> <li>Planning – PEF and LPF20%</li> <li>Extended Transitions</li> <li>Pupil Support – quality assurance</li> <li>HWB – PE and dance</li> <li>Pupil Voice Lead</li> <li>Numeracy and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>PSA co-ordinator</li> <li>Learning, teaching, planning tracking and monitoring P2</li> <li>Social Studies</li> <li>Modern Languages</li> <li>Learning, teaching, planning tracking and monitoring P2</li> <li>Teaching Commitment P2</li> <li>Tracking process</li> <li>HWB – food and nutrition</li> <li>Pupil support</li> </ul>	<ul style="list-style-type: none"> <li>Learning, teaching, planning tracking and monitoring P1</li> <li>Baseline Assessments</li> <li>Developmental milestones</li> <li>Early Years Transition</li> <li>Literacy and English</li> <li>Active Literacy P1-3</li> <li>Early intervention</li> <li>Outdoor Learning</li> <li>HWB – social/emotional</li> <li>Seasons for Growth</li> <li>Pupil support</li> </ul>	<ul style="list-style-type: none"> <li>Learning, teaching, planning tracking and monitoring P7</li> <li>More able pupils</li> <li>P7 transitions</li> <li>HWB – sexual health and relationships</li> <li>Active Spelling P4-7</li> <li>Health &amp; Wellbeing</li> <li>Nurture</li> <li>HWB – social/emotional</li> <li>Expressive arts</li> <li>Pupil support</li> </ul>	<ul style="list-style-type: none"> <li>Learning, teaching, planning tracking and monitoring P6</li> <li>Pupil support</li> <li>Science week organisation</li> <li>STEM</li> <li>DYW – careers links</li> <li>Sports Day</li> <li>Digital Technologies curriculum</li> <li>Cluster working</li> </ul>
2.2	Curriculum							
2.3	Learning							
2.4	Teaching and Assessment							
2.5	Personalised							
2.6	Support							
2.7	Family Learning							
	Transitions							
	Partnerships							
<b>Successes and Achievements</b>								
3.1	Improving wellbeing, equality and inclusion	<ul style="list-style-type: none"> <li>HT Awards</li> <li>Hot Chocolate with the Head</li> <li>Newsletter</li> <li>School website</li> <li>Celebrate Success</li> <li>Twitter</li> <li>Friday Assemblies</li> <li>Celebrate Success and achievements</li> <li>See Saw</li> <li>Promoting positive behaviour and positive relationships policy</li> </ul>	<ul style="list-style-type: none"> <li>P1-3 Assemblies</li> <li>Faith assemblies and church organisation.</li> <li>Community days</li> <li>Newsletter</li> <li>Staff development/ assemblies</li> <li>GIRFEC lead</li> <li>Celebrate Success and achievements</li> <li>Blogs</li> </ul>	<ul style="list-style-type: none"> <li>P4-7 Assemblies</li> <li>Pupil Voice Groups</li> <li>Newsletter</li> <li>School website</li> <li>House and whole school events (charities)</li> <li>Staff development/assemblies</li> <li>Pupil Group co-ordinator</li> <li>Staff development/assemblies</li> <li>P7 Outdoor education trip</li> <li>Celebrate Success and achievements</li> <li>Extra-curricular activities</li> <li>Intergenerational links</li> </ul>	<ul style="list-style-type: none"> <li>HWB Assemblies</li> <li>Newsletter</li> <li>Celebrate Success and achievements - LEAD</li> <li>Staff development/assemblies</li> <li>House and whole school events (charities)</li> <li>Diana Award</li> <li>See saw</li> <li>Blogs</li> <li>House Rewards</li> </ul>	<ul style="list-style-type: none"> <li>HWB Assemblies</li> <li>Newsletter</li> <li>Staff development/ assemblies</li> <li>Celebrate Success and achievements</li> <li>Atrium lead</li> <li>House and whole school events (charities)</li> <li>Outdoor learning</li> <li>Staff Social Committee</li> <li>Nurture P1-3</li> <li>Promoting positive behaviour and positive relationships policy</li> <li>RRSA</li> </ul>	<ul style="list-style-type: none"> <li>HWB Assemblies</li> <li>Newsletter</li> <li>P7 transitions</li> <li>Assemblies tea/coffee organisation – P7 fundraising</li> <li>Staff development/ assemblies</li> <li>Celebrate Success and achievements</li> <li>John Muir Award</li> <li>Staff Social Committee</li> <li>Nurture P4-7</li> <li>Promoting positive behaviour and positive relationships policy</li> </ul>	<ul style="list-style-type: none"> <li>HWB Assemblies</li> <li>Staff development/assemblies</li> <li>Newsletter</li> <li>Celebrate Success and achievements</li> <li>Science Garden</li> <li>World of Work links</li> <li>See saw</li> <li>IPad training</li> <li>Eco</li> </ul>
3.2	Raising attainment							
3.3	and achievement							
	Increasing creativity and employability							