

# Kirkcaldy High School

## Senior Leadership Team Remits Session 2024/25



### Head Teacher: Leadership of Change (1.3)

**C McKay**

**Visions, values & aims**

**Strategic Planning**

**Implementing improvement and change**

Cluster Schools (Strategic Lead)

Communications (School marketing/Publicity/Media enquiries)

Complaints procedure

DSM

HMle

Parent Council

PRD (SLT)

Professional associations

Recruitment

References (Strategic Overview)

Working Time Agreement

SLT

Staff meetings

Collaborative leadership development at all levels

Validated Self Evaluation (VSE)

School Improvement Plan Co-ordinator (including Standards & Quality Reporting)

Self-evaluation PL Co-ordinator (including SIG programme and INSET co-ordinator)

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### **Business Manager: Management of resources to promote equity (1.5)**

Link: All staff not covered under SNCT arrangements

Staff Cover (with DHT)  
Staff Welfare (with DHT)  
Accommodation  
Data protection  
Finance & resources  
Financial procedures and monitoring  
Fire Procedures  
FOI enquiries  
Funding Requests  
HR processes and recruitment (teaching and support staff)  
ICT (infrastructure)  
Library  
Line manage support staff (with GB / PT SL)  
Line manage support staff (Office, Technicians & Library)  
School Travel Plan  
Premises Manager  
Payment / Booking systems  
School Building & Catering  
School Events  
School fund  
School photographs  
Evolve  
Study support and out-of-hours learning (with DHT)  
Supply staff timesheets  
Traffic Management  
EMA  
Health and Safety  
Lockers  
AAAs for SQA / Prelim (with DHT / SL)

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**Depute HT: Learning, Teaching and Assessment (2.3), DYW and PD (2.7 and 3.3)**

**J Davidson**

**Year Head: S5 and S6**

House link (with Guidance and house staff): Adam Smith

Curriculum: Strategic Lead for (Curriculum Offer, Planning, Attainment Overview): S5/6

Curriculum Link (Line manager, support & challenge): English, Social Subjects, Humanities

Home Learning Policy (including Supported Study/Master Class/OHL programme and Pupil Planner)

Learning, Teaching and Assessment (Strategic Lead)

Assessment Co-ordinator (including assessment pedagogy, moderation, alternative assessment arrangements)

SQA Co-ordinator

Internal Assessments/Prelims (incl CEM Assessment, SNSA Tests, PISA)

Study Support and Easter School

Community Link Co-ordinator: key community link and community programme lead inc. FoKHS

Developing The Young Workforce Co-ordinator (16 Plus co-ordinator, Opportunities for All, DYW)

Pupil Voice (S5/6 Leadership Programmes, including Prefects)

Senior Induction: S5/6 Induction, University Open Days, UCAS Co-ordinator

Positive Destinations – strategic lead including transitions from school to positive destination

Assessment arrangements co-ordinator (with GB and RM)

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### Depute HT: Curriculum (2.2)

#### S Hamilton

##### Year Head: S3

House link (with Guidance and house staff): Oswald

Curriculum: Strategic Lead for (Curriculum Offer, Planning, Attainment Overview): S3

Curriculum Link (Line manager, support & challenge): STEM - Maths, Science, DET

Curriculum Planning (Strategic Overview of BGE & Senior Phase)

Staffing (with HT)

SCP Link (including developing courses to support those FFA)

Timetable (Strategic Planning of Staffing & Course Choice Programme)

Staff Induction: GTCS Co-ordinator, New Staff, Probationers, Students

Literacy and Numeracy lead (with PTCs / PTs)

Digital Learning Co-ordinator

Skills Co-ordinator: Profiling, Cross Curricular & IDL Skills (incl Assembly Programme) with SY and KH

CLPL Co-ordinator (incl Professional Update)

IDL (Strategic Lead)

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### Depute HT: Partnerships (2.7)

#### S Young

##### Year Head: S2

House link (with Guidance and house staff): Carlyle

Curriculum: Strategic Lead for (Curriculum Offer, Planning, Attainment Overview): S2

Curriculum Link (Line manager, support & challenge): HWB, Exp Arts, Business / Comp

Pupil Voice (S1-5 Leadership Programmes)

School events (Strategic lead) inc. Prize giving, assemblies, Christmas dances etc.

Charities

School Communication Co-ordinator: Calendar, Staff Handbook, School Handbook

Parents' Meetings Co-ordinator

Excursion & EVOLVE Co-ordinator (Out-of-School Trips: Domestic & International) and International Links

Community Link Co-ordinator: key community link and community programme lead inc. FoKHS (with JD)

Ethos (including Positive Behaviour (with DHT 3.1), Dress Code and Extra Curricular Programme)

Transport Co-ordinator, including Minibus

Staff Welfare Co-ordinator: Staff Absence Policy (Strategic Lead with Link Faculty DHTs)

Staff Cover (with BM)

Family Learning Partnership and Outreach programme

Outdoor Education (Strategic Lead)

Duty Rector rota, Staff supervision etc.

Scholarships / Bursaries

School performances

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### Depute HT: Improving Wellbeing, Equality and Inclusion (3.1)

**K Gibb**

**Year Head: S1 and SLD**

Curriculum: Strategic Lead for (Curriculum Offer, Planning, Attainment Overview): S1 and SLD

Curriculum Link (Line manager, support & challenge): Guidance and Support

Pastoral Care Co-ordinator (including leadership of Guidance PTs and Tutor Teachers)

Additional Support Needs Co-ordinator (including ScotXed Data lead)

Transition Co-ordinator (Primary/Secondary)

Child Protection Officer/Co-ordinator

Positive Behaviour & Restorative Practice Policy (including Alternative to Exclusion)

Social & Health Education Curriculum Programme Co-ordinator

Attendance and Punctuality Co-ordinator (Strategic Overview)

PLAN / School Liaison Group (SLG) Chair

External partners & Inter-agency working (Community Police, Social Work, CLD)

Equality & Inclusion: Vulnerable groups including care experienced, Armed forces and Young carers,

Education Maintenance Allowance, Equal Opportunities, Anti-Bullying Policy

Placing Requests, Enrolments & Temporary Placement Requests

Inclusion Hub

PSO Team link

GIRFEC policy and coordination

House System

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### Depute HT: Raising Attainment and Achievement (3.2)

#### K Hume

##### Year Head: S4

Curriculum: Strategic Lead for (Curriculum Offer, Planning, Attainment Overview): S4

Curriculum Link (Line manager, support & challenge): Closing the Gap Team / PT Raising Attainment

Equity Interventions Performance Manager: Tracking, Data Analysis, Target Group Monitoring and Outcomes Reporting

PEF Strategic lead (with HT) inc. Closing the Gap Support Team

Performance Analysis: Results & Data Analysis, Highlight Performance Reports, Faculty Performance Monitoring

Tracking and Reporting Systems Co-ordinator (SEEMIS & PROGRESS)

Overview of 'INSIGHT' and SQA review processes

Equity Interventions and Cost of the School Day co-ordinator

Profiling with SH

Local authority link for 3.2, including reporting and sharing data

Attainment and Achievement (Strategic lead)