

# Kirkcaldy High School

## Senior Leadership Team Remits Session 2025/26 – Jan Update



### 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

HMIE

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

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

Self-evaluation PL Co-ordinator (including INSET co-ordinator) with LTA DHT

Support and Challenge – Science and Social Subjects faculties with link DHT

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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 PTC SL / 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 LTA)  
Supply staff timesheets  
Traffic Management  
EMA (with JD)  
Health and Safety  
Lockers

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**Depute HT: DYW / PD (2.7 and 3.3), SQA Co-ordinator**

**J Davidson**

**Year Head: S5/6**

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

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

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

PT Employability (DYW Co-ordinator)

SQA Co-ordinator

Internal Assessments - Prelims (Senior Phase)

Skills framework with profiling – strategic lead

Career Education Standards – Strategic lead

Community Link Co-ordinator: key community link and community programme lead inc. FoKHS, CTH, PD Partners  
Rotary

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) Scholarships / Bursaries

Parents / Carer Meetings Co-ordinator (S6 support for evenings)

Scholarships / Bursaries

Education Maintenance Allowance (EMA) link

PSO Positive Destinations link (JP)

Local authority link for DYW and PD

International Students link

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### Depute HT: Curriculum (2.2) and Raising Attainment and Achievement (3.2)

**Sharon Hamilton**

**Year Head: S3**

House link (with Guidance and house staff): Oswald

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

Curriculum Link (Line manager, support & challenge): Science\*, Social Subjects\*, Maths, PT Raising Attainment

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: New Staff, Probationers, Students

Probationer and Student regent\*\*

Performance Manager: Tracking, Data Analysis, Target Group Monitoring and

Outcomes Reporting (including PEF)

PEF Strategic lead (with HT) inc. Closing the Gap Support Team, Equity interventions and STEPS programme

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

Faculty Performance Monitoring

Tracking and Reporting Strategic lead inc. Systems Co-ordinator (SEEMIS & PROGRESS)

Overview of 'INSIGHT' and SQA review processes

Local authority link for 2.2 and 3.2, including reporting and sharing data

Attainment and Achievement (Strategic lead)

Internal Assessments (incl. MidYis, NSA, PISA etc.)

\*\*To be reviewed May 2026

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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): PE / HE, Expressive Arts, Business / Computing

Learner Voice – Strategic Lead (includes S1-4 Leadership Programmes)

School events (Strategic lead) inc. Prizegiving, assemblies, Winter Formal, Xmas Concert and Fayre  
Charities

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

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.

School performances

House System

Cost of the School Day co-ordinator

STEPS room and afterschool hub co-ordinator

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**Depute HT: Improving Wellbeing, Equality and Inclusion (3.1), Safeguarding (2.1) and Personalised Support (2.4)**

**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 Supported Learning

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

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, Equal Opportunities, Anti-Bullying Policy

Placing Requests, Enrolments & Temporary Placement Requests

Inclusion Hub

PSO Team link

GIRFEC policy and coordination

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### Depute HT: Learning, Teaching and Assessment (2.3)

#### Kirsten Hume

##### Year Head: S4

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

Curriculum Link (Line manager, support & challenge): PT Continuous Improvement (LTA)

Learning, Teaching and Assessment (Strategic Lead)

Transforming Learning (Strategic Lead) and Digital Learning Co-ordinator

Literacy and Numeracy policy lead (with PTCs / PTs)

CLPL Co-ordinator (incl Professional Update)

GTCS Co-ordinator

Home Learning Policy (including Supported Study / Master Class / online supports including Achieve)

Assessment Co-ordinator (including assessment pedagogy, moderation etc.)

Validated Self Evaluation (VSE) – Faculty (Strategic Lead)

Study Support and Easter School co-ordinator

Professional Learning Communities (Strategic Lead)

IDL / PBL Strategic Lead