

SENIOR MANAGEMENT TEAM REMITS

R McGowan	G Parry	A Gray	B Lee
Head Teacher	Depute Head Teacher	Depute Head Teacher	Depute Head Teacher
Learning & Teaching	Curriculum Head of Milton House	Support for Pupils Head of Logan House	Quality Management Head of Kerse House
<p>Overview of Curriculum Learning and Teaching</p> <p>Attainment and achievement</p> <p>Insight and SQA Analysis</p> <p>Assessment and Progression</p> <p>Mentoring</p> <p>Homework</p> <p>Developing Leadership Capacity</p> <p>School Improvement Plan</p> <p>Standards and Quality Report</p> <p>ICT Strategy</p> <p>Learning Community</p> <p>Staffing/Personnel</p> <p>Library</p> <p>Strategic Financial Planning</p> <p>Classroom Supplies Budget</p> <p>School Handbook</p> <p>Staff Handbook</p> <p>Links with Parents</p> <ul style="list-style-type: none"> - Questionnaires: - Parent Council - Parents' Newsletters - School Website <p>SMT meetings</p> <p>PTs meetings</p> <p>School Chaplains</p> <p>Link with departments: Business/Computing/Admin/IT and Sciences</p>	<p>Deputise for Head Teacher</p> <p>Day to Day Management</p> <p>Timetable</p> <p>SEEMiS system</p> <p>Maximising Attendance</p> <p>Absence Cover and Budget</p> <p>Broad General Curriculum (S1-S3)</p> <p>Promoting Positive Behaviour</p> <p>Skills for Learning</p> <p>Health and Wellbeing</p> <p>S3 Options and Booklet</p> <p>Assessment, Monitoring and Tracking</p> <p>Reporting Calendar and Parents' Nights</p> <p>Assessment Period Organisation</p> <p>School Calendar</p> <p>Statistics and Questionnaires</p> <p>Detailed Financial Planning</p> <p>Facilities Management and School Lets</p> <p>Resources</p> <p>Inventory</p> <p>Copyright</p> <p>School Transport</p> <p>S1-S3 Enrolments/Placing Requests</p> <p>Link with departments: Health and Wellbeing, Maths and Numeracy</p>	<p>Deputise for Head Teacher</p> <p>Leadership and management of Pupil Support Team</p> <p>Leadership and management of Support for Learning Team</p> <p>GIRFEC</p> <p>Skills for Life</p> <p>Personal Learning Planning</p> <p>P7-S1 Transition and S1 Class Lists</p> <p>Link with Clydesdale Support Base</p> <p>Partnership with agencies</p> <p>Attendance</p> <p>16+ Learning Choices, MCMC and What's With Work Scheme</p> <p>Positive Destinations for School Leavers</p> <p>Pupil Council</p> <p>Child Protection Coordinator</p> <p>Citizenship</p> <p>Equalities Coordinator</p> <p>Catering</p> <p>School Photos</p> <p>Prize Giving*</p> <p>Link with departments: Technical and Expressive Arts</p>	<p>Deputise for Head Teacher</p> <p>Quality Management</p> <p>SQA Coordinator</p> <p>CLPL Coordinator</p> <p>PRD and Professional Update</p> <p>Enterprise Education</p> <p>Probationers and Students</p> <p>Senior Phase Curriculum</p> <p>Skills for Work</p> <p>Developing Scotland's Young Workforce</p> <p>Developing Political Literacy</p> <p>S4/5/6 Options and Booklet</p> <p>Careers and Liaison with FE/HE</p> <p>UCAS Admin.</p> <p>Top-Up/REACH programme</p> <p>Study Skills</p> <p>Peer Tutoring Scheme</p> <p>Education Maintenance Allowance</p> <p>Health and Safety</p> <p>Medical Protocols and Administration of Medicines</p> <p>Fire Evacuations</p> <p>S4/5/6 Enrolments/Placing Requests</p> <p>School Fund</p> <p>School Trips</p> <p>Prize Giving*</p> <p>Link with departments: Social Subjects, Languages and Literacy</p>