

SMT Remits - Lesmahagow High School from August 2019

R McGowan - HT	B Lee	A Gray	D Robertson
	<u>Year Head – S2 & S5</u>	<u>Year Head – S1 & S4</u>	<u>Year Head – S3 & S6</u>
HGIOS4 Responsibilities			
QI 1.1 – Self-Evaluation for Self-Improvement QI 1.3 – Leadership of change QI 1.4 – Leadership and Management of staff QI 1.5 – Management of resources to promote equity	QI 1.2 – Leadership of learning QI 2.2 – Curriculum QI 2.3 – Learning, Teaching & Assessment	QI 1.5 – Management of resources to promote equity (PEF Attainment) QI 2.7 - Partnerships QI 3.2 – Raising Attainment & Achievement QI 3.3 – Increasing creativity and employability	QI 2.4 – Personalised Support QI 2.6 – Transitions QI 2.1 – Safeguarding & Child Protection QI 3.1 – Ensuring Wellbeing, equality & inclusion
Core Operational			
Insight Analysis	Timetable	BGE/SP Attainment (system/overview)	Pupil Support Coordinator
School Improvement Planning	Absence Cover	Health & Safety Officer	Child Protection Coordinator
Standards & Quality Report	Maximising Attendance	SQA Coordinator	Equalities Coordinator
Staffing/Personnel	Staff Welfare	SQA Exams + Invigilators	Pupil Attendance/Exclusions
Support Services	CLPL Coordinator	SQA Exam Analysis	S5/6 Induction
School Budget	Professional Update	Reports/Parents' Meetings	Promoting Positive Behaviour
Pupil Equity Fund	Finance	Senior Phase Assessment Period	P7 Transition
Chaplaincy Team	S3-6 Option Forms/Booklets	DYW Coordinator	Captains/Prefects
Website/Newsletters	Staffing	School Fund	Student Voice
ICT Coordinator	Probationers/Student Teachers	School Trips	Positive Destinations
School Handbook	S6 Graduation	Wider Achievement Coordinator	EMA
Statistical Returns	Easter School	Mentoring (planning/overview)	Medical Protocols
Adviser to Parent Council	Rights Respecting Schools	SNSA – overview/analysis	Tutor Time - overview
Professional Associations	Duke of Edinburgh Coordinator	School Apps	Foundation Apprenticeships/Colleges
Working Time Agreement	Scholar Coordinator	SEEMiS Coordinator	Inventory
		School Photos	
Links			
Mathematics Faculty	English/Modern Languages Faculty	Technologies Faculty	Pupil Support/Support for Learning
Learning Community	Expressive Arts Faculty	Humanities Faculty	Health & Wellbeing Faculty
Library	GTCS	Business Partners	Science Faculty
School Office	TTIs	SQA	Canteen
SPIE		School Transport	Skills Development Scotland
			Clydesdale Support Base
			Active Breaks

Year Head responsibilities – behaviour, uniform, admissions, assemblies, attainment monitoring & tracking, change of levels.