



**Senior Leadership Team Remits**  
**2024-25**

<b>Headteacher</b> <b>Mr Alex Johnson</b>	<b>Senior Depute Headteacher</b> <i>Pupil Support</i> <b>Mrs Jill McDonald</b>	<b>Depute Headteacher</b> <i>Curriculum</i> <b>Mrs Judith Weston</b>	<b>Depute Headteacher</b> <i>Learning &amp; Teaching</i> <b>Ms Katy McLeod</b>	<b>Acting Depute Headteacher</b> <i>Leadership of Change</i> <b>Ms Lauren Lees</b>	<b>School Support Manager</b>
<b>QI 1.3, 1.4, 1.5</b>	<b>QI 2.1, 2.4, 2.7, 3.1, 3.2</b>	<b>QI 2.2, 3.2</b>	<b>QI 1.1, 1.2, 2.3, 3.2, 3.3</b>	<b>QI 1.2, 1.3</b>	<b>QI 1.4, 1.5</b>
<ul style="list-style-type: none"> <li>• Strategic Leadership</li> <li>• Improvement Planning</li> <li>• Improvement Reporting</li> <li>• Policy Development</li> <li>• Recruitment and Selection</li> <li>• Staff Welfare</li> <li>• Resource Allocation</li> <li>• School Handbook</li> <li>• Pupil Equity Fund</li> <li>• Parent Council</li> <li>• Whole School Curriculum</li> <li>• Trade Unions (Inc. WTA)</li> <li>• Professional Associations</li> <li>• Elected Members</li> </ul>	<ul style="list-style-type: none"> <li>• S5 &amp; S6 Year Head</li> <li>• Deputises for Headteacher</li> <li>• Child Protection Officer</li> <li>• Wellbeing, Equality and Inclusion Coordinator</li> <li>• Students and Probationers</li> <li>• Strategic Lead for Partnerships (Inc. Chaplaincy, CLD and third sector)</li> <li>• Strategic Lead for Nurture</li> <li>• UCAS and 14+ Transitions</li> </ul>	<ul style="list-style-type: none"> <li>• S1 &amp; S2 Year Head</li> <li>• Whole School Timetable</li> <li>• Preliminary Examinations</li> <li>• Supported Study and Easter School</li> <li>• Timetabling &amp; Options Process</li> <li>• Strategic SQA Co-ordinator</li> <li>• New Qualification Development</li> <li>• Tracking, Monitoring</li> <li>• Standardised Assessments</li> <li>• Self-Evaluation</li> <li>• Assessment &amp; Moderation</li> </ul>	<ul style="list-style-type: none"> <li>• S3 &amp; S4 Year Head</li> <li>• Learning Teaching &amp; Assessment</li> <li>• Reporting</li> <li>• INSPIRE Link</li> <li>• DYW Link</li> <li>• Skills Development</li> <li>• Borders College Link</li> <li>• Excursions and Risk Assessment Coordinator</li> <li>• School Calendar</li> <li>• Career Long Professional Learning Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Vision, Values and Aims</li> <li>• Communications</li> <li>• Assembly Programme</li> <li>• Celebration of Achievements</li> <li>• Community Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Premises Manager</li> <li>• FM AMEY link</li> <li>• Health &amp; Safety</li> <li>• School Budgeting</li> <li>• Staff Cover</li> <li>• FOI Coordinator</li> <li>• SEEMIS co-ordinator</li> <li>• EMA co-ordinator</li> </ul>
	Year Head duties also include: <ul style="list-style-type: none"> <li>• S5/6 Assemblies</li> <li>• S5/6 Behaviour &amp; Expectations</li> <li>• S5/6 Uniform</li> <li>• S5/6 Placing Requests</li> <li>• S5/6 Parents' evenings</li> </ul>	Year Head duties also include: <ul style="list-style-type: none"> <li>• S1/2 Assemblies</li> <li>• S1/2 Behaviour &amp; Expectations</li> <li>• S1/2 Uniform</li> <li>• S1/2 Placing Requests</li> <li>• S1/2 Parents' evenings</li> </ul>	Year Head duties also include: <ul style="list-style-type: none"> <li>• S3/4 Assemblies</li> <li>• S3/4 Behaviour &amp; Expectations</li> <li>• S3/4 Uniform</li> <li>• S3/4 Placing Requests</li> <li>• S3/4 Parents' evenings</li> </ul>	SLT duties also include: <ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Behaviour &amp; Expectations</li> <li>• Uniform</li> </ul>	
<b>Line Manager of:</b> <ul style="list-style-type: none"> <li>• Senior Leadership Team</li> </ul>	<b>Link and Line Manager of:</b> <ul style="list-style-type: none"> <li>• Pupil Support Faculty</li> <li>• Health and Wellbeing Faculty</li> </ul>	<b>Line Manager of:</b> <ul style="list-style-type: none"> <li>• English &amp; Literacy Faculty</li> <li>• Mathematics &amp; Numeracy Faculty</li> <li>• Modern Languages Faculty</li> <li>• Librarian</li> </ul>	<b>Line Manager of:</b> <ul style="list-style-type: none"> <li>• Technologies Faculty</li> <li>• Science Faculty</li> <li>• Humanities Faculty</li> <li>• PT Pedagogy</li> </ul>	<b>Line Manager of:</b> <ul style="list-style-type: none"> <li>• Expressive Arts Faculty</li> <li>• PT Leadership</li> </ul>	<b>Line Manager of:</b> <ul style="list-style-type: none"> <li>• Office Staff</li> </ul>