



SMT REMITS 2018 - 2019

	Year Group	Ethos	Monitoring & Evaluation	Faculty Links	School Planning & Policy	School Admin
Mrs H Burns Head Teacher	Contact with all year groups Monitor attendance, behaviour and progress	All aspects Promotion of school vision, values and aims Statutory Areas include: Ensuring the effective running of the school on a day-to-day basis Working Time Agreement Staff Disciplinary procedures and absence monitoring	Management of the Curriculum Monitoring of Attainment Quality Assurance Standards and Quality Report Whole School Self-Evaluation Cluster Liaison	Expressive Arts (Art & Music) Technologies (Home Economics & Design Technology)	Strategic planning and direction Policy Development & implementation School Improvement School Charities Digital Learning: ICT & BYOD School Premises Largs Campus	Roll & Staffing Staff Appointments Assembly Programme Chaplaincy Team Communication and Correspondence Janitors and Cleaning Staff
Mrs H McClelland Depute Head Teacher Deputise for Head Teacher Term 1 and Term 4	S2 & S5 Monitor attendance, behaviour and progress	All aspects Promotion of school vision, values and aims Statutory Areas include: Ensuring the effective running of the school on a day-to-day basis	RoA: Health & Wellbeing Line management for: PT DYW Area Inclusion Worker School Counsellor SDS Adviser Classroom Assistants Pupil Support School contact for Educational Psychologist	Guidance Pupil Support Support for Learning Health and Wellbeing (Physical Education)	Head of Pupil Support GIRFEC & Child Protection Attendance Nurture Promoting Positive Relationships Respect Me & LGBTI Rights Respecting Schools LAC & LAAC Primary Secondary Transition	TAC Meetings UCAS & College Applications S3 Profiles Supported Study & Easter School EMA Free school meals Medical Examinations/ Administrations of medicines ASN Transport School Fund

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<p>Mr A MacDougall Depute Head Teacher</p> <p>Deputise for Head Teacher Term 3</p>	<p>S1 & S4</p> <p>Monitor attendance, behaviour and progress</p> <p>S6 Executive Leadership Team</p>	<p>All aspects</p> <p>Promotion of school vision, values and aims</p> <p>Statutory Areas include: Ensuring the effective running of the school on a day-to-day basis</p>	<p>RoA: Literacy</p> <p>Line management of PTs Raising Attainment (L&T)</p> <p>Self-Evaluation</p>	<p>English & Literacy</p> <p>Modern Languages</p> <p>Social Subjects (History, Modern Studies & Geography)</p> <p>Library</p>	<p>Strategic Leadership: Policy (with Mr Frew)</p> <p>Staff Professional Development programme</p> <p>Aspiring leaders Coaching</p> <p>Learning & Teaching</p> <p>SQA Senior Phase Prelims S3 Exams</p> <p>Students and Probationer Teachers</p> <p>Communication & School Image, including website and twitter</p>	<p>Prize Giving</p> <p>School Handbook</p> <p>Staff Planners</p> <p>Standardised Assessments</p>
<p>Mr B Wilson Depute Head Teacher</p> <p>Deputise for Head Teacher Term 2</p>	<p>S3</p> <p>Monitor attendance, behaviour and progress</p>	<p>All aspects</p> <p>Promotion of school vision, values and aims</p> <p>Statutory Areas include: Ensuring the effective running of the school on a day-to-day basis</p>	<p>RoA: Numeracy</p> <p>Monitoring of Pupil Achievement & Attainment, including wider achievement</p> <p>Line management of PTs Raising Attainment (PEF & data)</p> <p>Insight and data Analysis</p>	<p>Mathematics & Numeracy</p> <p>Science (Biology, Chemistry & Physics)</p> <p>Enterprise & IT (Enterprise, Computing Business Education)</p>	<p>School Timetable</p> <p>Options Programme</p> <p>Curriculum structure and rationale</p> <p>PALs</p> <p>Health & Safety</p> <p>IDL International Education</p>	<p>BGE and Senior Phase Tracking & Reporting</p> <p>School Budget</p> <p>PALs programme</p> <p>Off-Site Activities</p> <p>School Calendar</p> <p>School Transport</p>

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<p>Mr C Frew Depute Head Teacher</p> <p>Deputise for Head Teacher Term 2</p>	<p>S6</p> <p>Monitor attendance, behaviour and progress</p>	<p>All aspects</p> <p>Statutory Areas include: Ensuring the effective running of the school on a day-to-day basis</p>	<p>Self-Evaluation</p> <p>Line management of Data Coach</p> <p>Tracking and Monitoring: Maintaining databases in BGE & Senior Phase</p>	<p>Guidance HWB (working with Mrs McClelland)</p>	<p>Pupil Equity Fund</p> <p>Staff Absence Cover</p> <p>Strategic Leadership: Policy (with Mr MacDougall)</p> <p>Pupil Leadership House Councils</p> <p>Pupil Conferences</p> <p>Rewards Programme (& Colours)</p> <p>Homework</p>	<p>End of Term Arrangements</p> <p>Show My Homework</p> <p>Extra-Curricular Activities Planner</p> <p>Supervision Rota</p>

Mrs H Burns
January 2018