

	Hierarchy						Families
	Trust	Governing Body reporting to Trust	Head	SLT	Teachers	Admin	
People	Designated lead Safeguarding lead Bursar Trustees Members	Chair Curriculum lead Fabric and maintenance lead Teacher representative Parent representative	Head Deputy head	Safeguarding lead Exams officer and communication	EYFS Infant Head KS2 KS3 and KS4 Subject teachers	Front Officer and playground supervisor Administrator Book Keeper	
Responsibilities and Accountability	Uphold Christian Ethos and Values, British Values, Safeguarding of Children, Health and Safety and pray regularly for the school.						
	Direction of school	Evaluation of Head	Uphold Staff code of conduct				Participate in meetings and envisioning events
	Ratify policies	Evaluate the implementation of policies	Drafting of policies and agreeing procedures	Implementing Teaching Standards	confidentiality and efficiency	Maintain communication with the school and participate through elections, viewing policies, responding to consultations and act as a critical friend	
	Manage legal framework with respect to Company House, the Charity Commission, HSE, Ofsted and the DfE		Manage policies and procedures	Implement policies and procedures			
		Annual Audit of policies and procedures			Monitor and report on policies and procedures		
	Appoint Governors		Appraisal of teaching staff and decide and plan training needs	Peer mentoring			
	Set wage levels, review pay policy and correspond with staff.	Evaluate educational effectiveness of school	Evaluate pupil progress Develop school curriculum Manage pupil behaviour and welfare			Represent school to parents and visitors	Commit to uphold standards of behaviour and safety especially around mobile technologies. Maintain standards of uniform and conduct whilst representing the school. Promote the school.
			Interpret and share DfE and Ofsted Policy	Implement National Curriculum			
			Report on progress, welfare and pupil behaviour to Governors	Report pupil progress to Head and SLT			
	Evaluate safeguarding effectiveness		Report on Safeguarding to governors and trustees	Termly pupil welfare questionnaire			
Appoint staff	Selection of staff and manage staff induction			Promote the school through open days	Implement staffing and admission processes	Ensure full and correct records are provided to the school of all health, behavioural and educational problems	

	Hierarchy						Families
	Trust	Governing Body reporting to Trust	Head	SLT	Teachers	Admin	
People	Designated lead Safeguarding lead Bursar Trustees Members	Chair Curriculum lead Fabric and maintenance lead Teacher representative Parent representative	Head Deputy head	Safeguarding lead Exams officer and communication	EYFS Infant Head KS2 KS3 and KS4 Subject teachers	Front Officer and playground supervisor Administrator Book Keeper	
	Set fees and decide bursaries and correspond with parents	Pupil admissions and leavers				Banking and Petty cash	Pay fees and invoices in good time and maintain correct standing orders
	Secure funding and set budget	Evaluate spending	Manage budget				
	Maintain and develop the fabric of the building, seek permissions, risk assess and delegate and monitor completion	Represent stakeholder voices to trustees	Parent Voice Questionnaire	Pupil voice subject questionnaires	Manage resources	Manage supply and reporting	Participate in cleaning and maintenance days and work safely.
	Arbitrate Complaints	Evaluate conduct of complaints procedure	Initiate Complaints procedure	Maintain professional relations with stakeholders. Keep records of incidents and concerns expressed. Not engage with social media in a way that discredits the school.			To maintain discretion and not misrepresent the school especially on social media.