

School Community Responsibilities and Accountability

Families	Trust	Community Councillors reporting to Head	Head	SLT	Teachers	Admin
	Designated lead Safeguarding lead Bursar Trustees	Elected Chair Curriculum lead Fabric and maintenance lead Teacher representative Parent representative Trustee	Head Deputy head	Safeguarding lead Exams officer and communication Data Manager Head of Infants	EYFS KS2 KS3 and KS4 Subject teachers	Front Officer and playground supervisor Administrator Book Keeper
Uphold Christian Ethos and Values, British Values, Safeguarding of Children, Health and Safety and pray regularly for the school.						
Participate in meetings and envisioning events	Direction of school	Contribute to evaluation of Head	Uphold Staff code of conduct			
Maintain communication with the school and participate through elections, viewing policies, responding to consultations and act as a critical friend	Ratify policies	Contribute to evaluation of implementation of policies and procedures	Drafting of policies and agreeing procedures	Implement Teaching Standards	Maintain confidentiality and efficiency	
	Manage legal framework with respect to Company House, the Charity Commission, HSE, Ofsted and the DfE		Manage and implement policies and procedures	Implement policies and procedures		
	Annual Audit of policies and procedures			Monitor and report on policies and procedures		
	Review Staff Appraisals		Appraisal of teaching staff and decide and plan training needs	Peer mentoring		
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.	Set wage levels, review pay policy and correspond with staff. Appoint Community Councillors members.	Contribute to the evaluation of the educational effectiveness of school Evaluate curriculum	Evaluate pupil progress Develop school curriculum			Represent school to parents and visitors
			Manage pupil behaviour and welfare			
			Interpret and share DfE and Ofsted Policy	Implement National Curriculum		
			Report on progress, welfare and pupil behaviour to Trustees	Report pupil progress to Head and SLT		

School Community Responsibilities and Accountability

Families	Trust	Community Councillors reporting to Head	Head	SLT	Teachers	Admin
	Evaluate safeguarding effectiveness		Report on Safeguarding to trustees		Termly pupil welfare questionnaire	Carry out Health and Safety Checks
Ensure full and correct records are provided to the school of all health, behavioural and educational problems	Appoint staff	Interview candidates	Selection of staff and manage staff induction		Promote the school through open days	Implement staffing and admission processes
Pay fees and invoices in good time and maintain correct standing orders	Set fees and decide bursaries and correspond with parents	Pupil admissions and leavers				Banking and Petty cash
	Secure funding and set budget	Evaluate spending	Manage budget			
Participate in cleaning and maintenance days and work safely.	Maintain and develop the fabric of the building, seek permissions, risk assess and delegate and monitor completion	Represent stakeholder voices to head	Parent Voice Questionnaire	Pupil voice subject questionnaires	Manage resources	Manage suppliers and reporting on deliveries
Maintain discretion and not misrepresent the school especially on social media.	Arbitrate Complaints		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.		