



# Hardwick Community Primary School

## Proposed Staffing Structure

### April 2012

#### **2 CO- HEADTEACHERS**

##### **(2 x 50% HEADTEACHER / 2x 50% DEPUTY HEADTEACHERS)**

Ruth is responsible for budget and personnel issues, whilst Andy is responsible for curriculum and premises issues.

#### **1 ASSISTANT HEADTEACHER**

*To be responsible for the day-to-day management of the Blue School Site in the absence of the Co-Headteachers and to assist the Co-Headteachers and Senior Teacher in the strategic development and expansion of the school over the two sites.*

***To be appointed from April 2012***

#### **Teaching and Leadership Responsibility Payments (TLRs)**

TLR2 SENIOR TEACHER; TLR2 NUMERACY; TLR2 SENCO; TLR2 LITERACY

These TLR payments can be reviewed each year based on the deployment of staff in the school. The Senior Teacher TLR2 is combined with that of another TLR (Numeracy).

A flattened management structure allowing each teacher to lead a team of teachers each will allow for collective responsibility and leadership of all other areas of school development, thus sharing and developing expertise across the full curriculum. These areas are: Science& ICT, Arts, Pupil Well-Being, The Learning Environment, Foundation Subjects, Pupil Well-being, Parental Engagement, and a "Change" team. The Headteachers are responsible for performance management procedures for all teaching staff.

#### **Support Staff**

##### **Teaching Assistants**

Teaching Assistants will be placed upon an appropriate level commensurate with their experience and skills when they join the school.

It is envisaged that all teaching assistants will progress to Level 2.

We currently have four level 3 appointed posts.

All level 2 teaching assistants will be eligible to apply for any future level 3 positions as needs and funding allows. These appointments will be subject to a formal interview process.

##### **Office Staff**

One full-time position to cover Financial Administration *over the two sites.*

*One full-time position to cover office functions in the Blue School site, and personnel issues. (To be appointed from July 2012)*

Two part-time positions to cover support to Financial Administration and School Information Management.

##### **Midday Supervisors**

*Hardwick Site* 1 Senior Midday supervisor.

Part-time midday supervisors who total 5-7 each day.

*Blue School site* 1 Senior Midday supervisor.

Part-time midday supervisors who total 2-3 each day.

*To be appointed from September 2012 (and to potentially be combined with TA positions at the Blue School)*

##### **Site staff**

*Site Manager - To be responsible for caretaking duties on the Blue School site and general maintenance of both sites. To be appointed from June 2012*

Caretaker

Cleaning staff

Staffing structure