

**2020-2021**

## Key Leadership Responsibilities of Interim Co-Principals

<b>Post holder</b>	<b>Dravit Koorichh</b>	<b>Lalita Joshi</b>
<b>Reporting to:</b>	Shriti Bellare	Shriti Bellare
<b>Leadership Lead Accountability</b>	<p>Overall quality and effectiveness of Teaching and Learning and its impact on pupil progress and standards across KS2; Year 4, 5 and 6. (Tara Sassoon and Vanessa Hirani).</p> <p>Progress Leader for Year 4.</p> <p>Safeguarding, Child Protection and Health Pupil behaviour, health and personal well-being. Be responsible for maintaining a safe, clean and high-quality school learning environment that is always fully compliant with H&amp;S legislative requirements.</p> <p>Assessment, Recording and Reporting of the analyses of pupil performance</p> <p>Communication and strong partnerships with parents and Volunteers.</p>	<p>Overall quality and effectiveness of Teaching and Learning and its impact on pupil progress and standards across EYFS, KS1 and Year 3 including line management to related progress leaders. (Harshah Parmar, Bhavana Peshawaria and Rupesh Hirani).</p> <p>Progress Leader for Year 3.</p> <p>Whole School Curriculum design, planning, implementation and its impact evaluation on the quality of teaching and learning.</p> <p>Preparation, Implementation and Evaluation of CPD plan for Staff.</p> <p>Lead of open days for prospective parents</p> <p>Lead of communications about and marketing of the celebrations of pupils' achievements.</p> <p>Pupil Induction, in year admission.</p>



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	<p>Monitoring of SEND/PPM pupils progress outcomes, attendance and punctuality.</p> <p>Review the schools' policies and web-site communication as and when so required.</p> <p>Financial Management.</p> <p>Oversight of PRE and Collective Worship and direct line manager to specialist teachers; Sanskrit, PRE and Yoga.</p> <p>Coaching middle leader in Science including oversight in progress and attainment in Science.</p> <p>Leave of absence for pupils.</p>	<p>CPD of staff to secure best practice at all levels, challenging underperformance and taking decisive action to tackle persistent weaknesses.</p> <p>Time tabling oversight of specialist staff Cover and deployment of internal and supply substitute staff.</p> <p>Development of Pupil leadership; Citizenship in a democratic society – includes leading on the Student Council.</p> <p>Oversight of progress leaders/subject leaders monitoring cycle.</p> <p>Coaching middle leader in English including oversight in progress and attainment in English.</p> <p>Leave of absence for staff.</p>