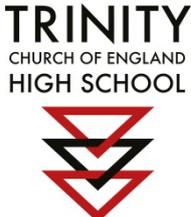


STAFFING STRUCTURE POLICY

	Reviewed by:	Governors' Personnel Committee
	Approved by:	Full Governing Body
	Date approved:	9 th July, 2019
	Next review due by:	End of 2021/22 academic year

AIM/PURPOSE

The aim of the policy is to outline the school's staffing structure, explaining how it is planned to meet the needs of the students, the strategic priorities of the Governing Body and the day to day organisation and management of the school.

GENERAL PRINCIPLES

The school's most expensive resource is its staff and the staffing structure responds to the curriculum and pastoral needs of the school. Staff need to be prepared effectively for their role and responsibilities, and this policy should be seen in relation to school statements regarding staff induction, professional development and performance management. The staffing structure is not fixed, but is sufficiently adaptable to be able to respond to changing funding, student needs and statutory requirements.

THE STAFF STRUCTURE AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

The broad structure is as follows:

Teaching staff	Support Staff (alphabetically)
Head	Administrative support
Leadership Team: Deputies and Assistant Heads	Business Leader and finance support
Senior Tutors	Catering Manager, catering team and lunchtime organisers
Subject Leaders	Cleaning staff
Assistant Heads of Subject	Cover Assistants
Subject Course Directors	Facilities Manager and site team
Heads of House	IT Manager and IT team
Other TLR holders	Pastoral Support Staff
Teachers	Sports Centre Manager and sports centre staff
	Teaching Assistants
	Technicians

The structure at Trinity defines roles and responsibilities and, at all levels, seeks to encourage high standards, creativity and innovation. Colleagues are given authority and responsibility in their own sections, but are accountable through a system of line

management monitoring and, ultimately, the work of the Governors' Committees for Finance, Personnel, Curriculum, Premises and Standing.

All staff at Trinity are of value and play a key role in the day to day smooth running of the school. The responsibilities include leadership, teaching, administration, technical, site maintenance, teaching assistants, pastoral tutors, cover assistants, LSU, catering, lunch and break time welfare, domestic and LRB. Additional staff on the Trinity site is provided by the Sports Centre and self-funded.

MONITORING AND EVALUATION

This will be initiated by the Personnel Deputy in liaison with the Head. Changes will be the responsibility of the Governors' Personnel Committee and ratified by the Full Governing Body.