


STAFFING STRUCTURE POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Head and Leadership Team
	Approved by:	Head
	Date approved:	May, 2022
	Date adopted:	1 st September, 2022
	Next review due by:	End of 2024/25 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
Extended Leadership Team: Lead Practitioners	Catering Manager, catering team and lunchtime organisers
Senior Tutors	Cleaning staff
Subject Leaders	Cover Assistants
Assistant Heads of Subject	Facilities Manager and site team
Subject Course Directors	IT Manager and IT team
Heads of House	Pastoral Support Staff (including Pastoral Tutors and non-teaching Heads of Year)
Other TLR holders	Sports Centre Manager and sports centre staff
Teachers	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 and Resources, Pastoral and Ethos, Curriculum, Standing, Admissions, and Audit and Risk.

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

The policy will be reviewed by the Head and the Leadership Team. Any changes will be approved by the Head.