

Poynton High School



STRATEGIC LEADERSHIP TEAM

ROLES & RESPONSIBILITIES

2025-26

“a collective responsibility to enable all to
stay true to our school’s vision and
Values”

MATTHEW DEAN: HEADTEACHER

mdean@poyntonhigh.org.uk

Aim ... the vigorous pursuit of excellence in every element of school life. Setting the highest expectations for all members of our school with a relentless focus on improving outcomes through an uncompromising drive and a highly ambitious vision for our future.

Specific Responsibilities:

- SLT Link: Maths team
- SLT SUPPORT LINK: Child protection & safeguarding
- Vision, leadership and strategic direction of the school
- Headteacher responsibilities to all staff, students & governors
- Headteacher statutory responsibilities
- Supporting & developing effective governance
- School improvement lead - Whole school self-evaluation & improvement planning
- Strategic financial planning & leadership of school estate
- Inspection readiness and accountability & Ofsted
- Staff recruitment & succession planning
- Staff safeguarding responsibilities
- Long-term sustainability planning
- Lead on marketing and promotion of the school
- Trust development work
- Partnership working with PDA, Cheshire East and other stakeholders
- Strategic Leadership of improving staff welfare
- Policy development and review
- Partnership working with trade unions

CATHERINE HOLYLAND: DEPUTY HEADTEACHER

(Deputy Headteacher: Attendance, Intervention and Safeguarding)

cholyland@poyntonhigh.org.uk

Aim...to provide professional leadership to ensure continuous improvement of our school in order to ensure the highest of academic standards are achieved for all students and year teams.

Specific Responsibilities

- SLT LINK: Science Team, English Team, Year 10, KS4 Co-ordinators
- SLT SUPPORT LINK: Legh House
- Deputise for headteacher
- Standards achieved & progress of student groups
- Governance: Welfare focus
- Oversight of all year groups through their Directors of Learning
- Student welfare
- Leadership of rewards systems for attendance and wider involvement
- Strategic lead on transition and student recruitment
- Designated Safeguarding Lead
- Strategic lead of intervention, inc. G8Way provision
- Leadership over parents evenings
- Raising achievement plans for KS3 & 4 subjects
- External welfare agencies
- Strategic lead on Attendance (Senior Attendance Champion)
- Student admission & appeals
- Senior Mental Health Lead
- Monitoring teaching staff absence & managing absence policy (inc. authorising staff absence and educational visits)
- Leadership & management of staff performance improvement processes
- Leadership of INSET Day Planning
- School Calendar and directed time

LESLEY ARCHER: DEPUTY HEADTEACHER

(DHT: Curriculum, Behaviour and quality improvement)

larcher@poyntonhigh.org.uk

Aim...to provide professional leadership to ensure continuous improvement of our school in order to ensure the highest of academic standards are achieved for all students and year teams.

Specific Responsibilities

- SLT LINK: Year 9, Performance, KS3 Co-ordinators
- SLT SUPPORT LINK: House
- Deputise for headteacher
- Strategic leadership of our behaviour strategy and of rewards for conduct
- Standards achieved & progress of subjects other than those on Raising Achievement Plans
- Governance: Curriculum Focus
- Strategic leadership of all subjects through their Directors of Learning and Heads of Department
- Curriculum design & development
- Internal Quality Improvement Lead
- Strategic lead and development of Directors of Learning (Curriculum), Heads of Department and of their subjects
- Leadership of British Values curriculum
- Leadership of curriculum design and of Integrated Curriculum Financial Planning
- Internal self-evaluation & improvement planning
- Strategic leadership of Teacher Development and the Ambitious Leadership CPD programme
- Leadership of work to ensure curriculum development from KS2 to KS3

WENDY RYDER: ASSISTANT HEADTEACHER

(AHT: Director of Assessment and Progress)

wryder@poyntonhigh.org.uk

Aim... to provide professional leadership to ensure the highest of standards are achieved throughout our staffing workforce.

Specific Responsibilities:

- SLT Link: Year 8
- SLT Link: MFL Team
- SLT SUPPORT LINK: Davenport House
- Leadership of external and internal data analysis
- Leadership of analysis of standards (including CPD, mentoring and coaching)
- Leadership of external accountability and data measures
- Leadership, training and communication of examination and data analysis
- Student guidance grades
- Leadership of assessment, reporting and recording
- Directed time monitoring inc. arrangements for part time staff
- Oversight of internal and external examinations
- Strategic lead over timetabling and staff deployment
- Lead on the Staff Wellbeing Charter and support for staff
- Year 9 Options process

ANDY BENNETT: ASSISTANT HEADTEACHER

(AHT: Director of Sixth Form)

abennett@poyntonhigh.org.uk

Aim...to provide professional leadership to ensure continuous improvement of our school in order to ensure the highest of academic standards are achieved for all students & subjects within our Sixth Form.

Specific Responsibilities:

- SLT LINK: Year 12&13 & C&DT team
- SLT SUPPORT LINK: Newton House
- Lead the strategic development of the Sixth Form
- Ensure the effective working of the Sixth Form
- Lead links between the Sixth Form and the wider community
- Maximise student achievement and progress within the Sixth Form
- Lead and manage the Sixth Form team
- Lead and oversight of quality of T&L in Sixth Form
- Lead recruitment & retention of students in the Sixth Form
- Sixth Form self-evaluation & improvement planning
- Sixth Form student welfare
- Ensure effective Sixth Form transition
- Lead and develop Sixth Form networks
- Sixth Form related marketing strategies
- Lead, develop and establish Sixth Form open evening
- Oversight of careers programme
- Deputy Designated Safeguarding Lead
- Sixth Form raising achievement plans

SIMON HOYLE: ASSISTANT HEADTEACHER

(AHT: Director of Teaching, Learning and Research)

shoyle@poyntonhigh.org.uk

Aim...to provide professional leadership to ensure the highest standards of quality teaching and learning are achieved throughout our school.

Specific Responsibilities:

- SLT Link: Humanities
- SLT Link: Year 11
- SLT Support Link: Vernon House
- Lead, develop and embed high quality teaching and learning strategies across the school, including remote learning and home learning, through an ambassadorial, celebratory and inclusive approach working with colleagues
- Leadership of the Pupil Premium teaching and learning strategies
- Lead and establish a culture and system of peer to peer support for the development of high-quality teaching and learning, including through the development of a coaching model and wider CPD
- Lead coaching & mentoring of all classroom focussed staff to support the further advancement of the quality of teaching and learning
- Lead research and enquiry across the school to support staff CPD, establish and embed a research culture across the school
- Lead the system for assessing the quality of teaching and learning across the school, building in appropriate support and celebration.
- Lead the establishment of research links beyond the school
- Lead the development of whole school literacy
- Strategic lead over the Library
- ECT Induction Tutor
- Support: Director of Learning for Teacher Education supporting ITE and ECT programmes

EMMA GREENFIELD: ASSISTANT HEADTEACHER

(AHT: Behaviour & Attitudes, Pupil Premium and Reading)

egreenfield@poyntonhigh.org.uk

Aim....to provide professional leadership to ensure all students achieve and make progress across all year groups.

Specific Responsibilities:

- SLT Link: Year 7
- SLT Link: Personal Development and RS Team
- Leadership of Behaviour for Learning alongside the Deputy Head.
- Anti-bullying Strategy Lead
- Progress of more able students
- Parental engagement
- Student voice & satisfaction
- Student participation, leadership and development
- Lead on the promotion of equality for all
- Closing the gap strategies for Pupil Premium students and those with social care involvement
- Lead on the Educate-Challenge-Empower Charter
- Leadership of the school's reading strategy
- Deputy Designated Safeguarding Lead
- Leadership of the development of the form time and assembly curriculum
- Strategic Lead for Behaviour Base
- Designated teacher for looked after children

STEPHEN KETTLE: ASSOCIATE ASSISTANT HEADTEACHER

(SENDCO)

skettle@poyntonhigh.org.uk

Aim ... to provide professional leadership to ensure all students with Special Educational Needs and/or Disabilities and other barriers to learning achieve and make good progress.

Specific Responsibilities:

- Leadership and management of the Learning Support Team
- Strategic lead for SEND & Learning Support
- Progress of SEND students and those with other barriers
- Ensuing effective transition to and from high school of SEND students
- Lead on professional development for teaching and support staff to better support SEND students.
- Strategic overview of Screening and reading testing to identify students with SEND
- Lead on access arrangements
- Liaison with the local authority, alternative providers, outside agencies and external professionals
- Strategic lead for Learning Base
- Leadership on support for EAL students