



Foundation Managers' Individual Areas of Responsibility

Headmaster

Leadership of Pocklington School Foundation (Pocklington School and Lyndhurst School); responsibility to governors for the education of the pupils

- Development of vision, ethos, values and strategy
- Chair of the Foundation and Pocklington School management groups
- Promote child welfare and ensure the safeguarding of children including child protection, through the Pocklington School child protection officer
- Contact and involvement with pupils
- Appointment, welfare and professional development of Pocklington School teaching staff
- Policy and overview of discipline, standards and behaviour. In the application of disciplinary sanctions, the Headmaster has authority to require pupils to leave the school, in consultation with the Chairman of Governors.
- Upholding of communication and good relationships between school and parents
- Admissions policy; recruitment and admissions of pupils
- Promotion of the school; marketing and external relations
- Line management of Bursar; Head of Lyndhurst; Deputy Headmaster; Assistant Head (Academic); Assistant Head (Pastoral); Director of Staff Development; Chaplain
- Chair of meetings: Foundation Management Group; and Pocklington School Management Group

Head of Lyndhurst

Leadership and management of Lyndhurst School

- In harmony with Pocklington School, development of Lyndhurst's vision, ethos, values and strategy
- Development of the curriculum and of teaching and learning, with complementary onward progression to the Lower School
- Promote child welfare and ensure the safeguarding of children including child protection, through the Lyndhurst child protection officer
- Contact and involvement with Lyndhurst pupils
- Appointment, welfare and professional development of Lyndhurst teaching and support staff
- Pastoral care and welfare; pastoral and administrative links with the Lower School
- The updating and upholding of school rules; maintenance of good order and discipline in the school. In the application of disciplinary sanctions, potential suspensions and requiring a pupil to leave Lyndhurst are referred to the Headmaster.
- Upholding of communication and good relationships between school and parents
- Recruitment and admissions of Lyndhurst pupils
- Promotion of Lyndhurst School; marketing and external relations
- Line management of Deputy Head; Director of Learning; Director of Activities
- Chair of meetings: Lyndhurst School Management Group

Bursar and Clerk to the Governors

Leadership of support staff; development and management of the Foundation's estate and finances; Clerk to the Board of Governors

- Financial planning and management
- Estate management and development; domestic and catering services
- Appointment, welfare and professional development of support staff
- Personnel management
- Health and safety management
- Security policy, planning and operation
- As Clerk to the Board of Governors, support to and administration of the Board of Governors, the Charity and the Foundation's trusts
- Director and company secretary of the Foundation's trading company
- Line management of Premises Manager; Projects Manager; Residential and Commercial Manager; IT Network Manager; Health and Safety Adviser; Accountant
- Chair of meetings: Bursarial Management Group, Health and Safety Committee

Deputy Head

Management of the external relations of the school; the organisation, routine and administration of Pocklington School; deputise for Headmaster in his absence

- Management of the external relations of the school including: marketing and recruitment; communication and public relations; Pocklington 500 and beyond
- School organisation, routines, administration, troubleshooting and forward planning
- The updating and upholding of school rules; maintenance of good order and discipline. The Deputy Head has authority to apply disciplinary sanctions, up to the level of suspension in the absence of the Headmaster
- Support, guidance and deployment of teaching staff in liaison with Assistant Head (Academic)
- Contribute to the appointment process of teaching staff
- Co-ordination of Foundation and school events in conjunction with the Senior Master
- Line management of Senior Master; Marketing Officer; Administration Manager; Admissions Secretary; Pocklington 500 Officer and Webmaster
- Chair of meetings: Marketing and Recruitment Committee; Pocklington 500 executive group; and Pocklington teaching staff

Assistant Head (Pastoral)

Leadership of the Lower School, the Middle School, the Sixth Form and Boarding; liaison with Lyndhurst School

- The day-to-day operation of the Lower School, Middle School, Sixth Form and Boarding, through the Head of Lower School, Head of Middle School, Head of Sixth Form and Director of Boarding, including staff duty rotas and assembly arrangements
- The updating and upholding of school rules; rewards and sanctions; maintenance of good order and discipline. The Assistant Head (Pastoral) has authority to apply disciplinary sanctions, up to the level of suspension for all Pocklington school pupils, 11 to 18
- The development of pastoral policy 11 to 18
- Pocklington School Child Protection Officer including the need to promote child welfare and ensure the safeguarding of children
- Pupil induction and Open Days
- Pastoral and administrative links between Pocklington and Lyndhurst Schools, in liaison with the Head of Lower School
- Liaison with local primary schools
- Assisting the Deputy Headmaster with marketing, recruitment and admissions
- Management of and guidance to prefects through the Mentor to Prefects
- Line management of Head of Lower School, Head of Middle School, Head of Sixth Form, Director of Boarding, Mentor to Prefects, Senior School Nurse and Counsellor
- Chair of the Pastoral Management Group

Assistant Head (Academic)

Leadership of academic management group including Pocklington School curriculum

- Management of academic budget
- Curriculum development
- Policy and operations in teaching and learning through chairing the Academic Management Group and Heads of Department Committee
- Public and internal examinations; analysis of results including value added data
- Timetable and staffing; allocation of resources for teaching
- Pocklington School teaching staff absence and cover
- Assistance to the Headmaster in Pocklington School admissions policy and procedures, liaising with the Heads of Divisions
- Line management of Director of Staff Development, Director of Activities (including Director of Music role), Director of Teaching and Learning, Director of Sport, Entry Examinations Officer, Examinations Officer, University and Careers Adviser

Director of Staff Development

Leadership of staff development of teaching and academic support staff

- To lead the school's CPD processes in accordance with the staff development, appraisal and performance management policies; ensuring the induction and CPD process assists colleagues in developing their practices and enriches the quality of the educational provision of the whole school community
- Organisation of parents' evenings
- Organise internal and external appointment process for Pocklington School teaching staff
- Responsible for Assessment and Reporting in Pocklington School
- Policy development in teaching and learning through contribution to the Academic Management Group
- Timetable and staffing; allocation of resources for teaching, through contribution to the Academic Management Group
- Line management of six academic departments; Senior Master in regard to his staff development responsibilities; Marks and Progress Cards Officer
- A member of Pocklington School Academic Management Group