



NAME AND ROLE:

Audrey Pantelis

HEAD OF SCHOOL

MAIN RESPONSIBILITIES:

- Overall responsibility for the operational management and performance of Pentland Field School
- Strategic leadership of Pentland Field School – SDP; creating the vision for the school
- Designated Safeguarding Lead
- Recruitment of staff
- Recruitment of pupils
- Management of leadership team
- CPD training and development
- Developing the school's role within the community
- Analysis of the school's performance
- Working closely with the school's local advisory body (formerly known as local governing body)
- Manage the school's budget appropriately in conjunction with the Academy's Director of Finance and Resources

ON A DAY-TO-DAY BASIS I.....

- Am available to discuss any complex or difficult situations related to staff, pupils or parents
- Meet with external potential and existing partners/agencies
- Monitor the work of the leadership team ie learning walks, lesson observations, modelling good practice lessons
- Lead meetings – internal and external
- Represent the school at external events
- Write reports for internal and external audiences relating to the school's performance
- Manage key non-teaching staff

EXPERIENCE TO DATE:

- **17 years in mainstream secondary schools – roles included class teacher, head of department, head of faculty, director of specialist status and Assistant Headteacher**
- **9 years in special educational needs schools – roles included class teacher, head of department, Head of Education and current role**