



**NAME AND ROLE:**

Liz Cox-Greene  
Head of Department: Secondary

**MAIN RESPONSIBILITIES:**

The organisation, management and supervision of day-to-day school routines.  
Supporting teachers to enhance standards of teaching and learning.  
Managing staff and resources and inspiring confidence in teaching and other support staff within the department.  
Liaising with parents and maintaining and developing effective communications to provide positive responses to concerns and problems regarding their children's educations and wellbeing.  
Making management and organisational decisions and ensuring equity, access and entitlement to learning for all pupils.  
Carrying out the duties of a class teacher.

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

Organise, manage and supervise the day-to-day routines of Secondary.  
Support teachers to enhance T&L, behaviour.  
Teach Franklin class.  
Resolve issues with parents and pupils.  
Attend SMT meetings.  
Manage resources and agency staffing allocation.

**EXPERIENCE TO DATE:**

Consultant in Telecoms/IT for over 12 years

Education: Mainstream Class Teacher/Year Group Leader for 6 years

Teacher/Senior Leader/Head of Secondary at Pentland Field School