

**NAME AND ROLE:**

Liz Cox-Greene
Keystage 3 Leader

MAIN RESPONSIBILITIES:**Head of Secondary**

My main responsibilities are

- 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/Keystage Leader