

**NAME AND ROLE:**

Miriam Feldman  
Key stage 4/5 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 Edison class
- Resolve issues with parents and pupils
- Attend SMT meetings
- Manage resources and agency staffing allocation

**EXPERIENCE TO DATE:**

- 6 years working as a Nursery Nurse in schools
- Worked at Kids Can Achieve
- Mainstream Class Teacher for 10 years
- Teacher/Head of key stage 4/5 at Pentland Field School