A Who's Who Guide to UK School Staff

The roles and responsibilities of every school decision maker and influencer

Senior Management Team

CEO
Decision-Maker

A CEO is the strategic lead of a Multi-Academy Trust, supervising all Head Teachers working within the trust. They take full responsibility of all non-education outcomes, specifically the academies' finances and budgets, and the operational growth of the trust.

Bursar / Business Manager
Decision-Maker

Reporting directly to the Head Teacher and potentially communicating with local authorities and school governors, the Bursar is in charge of the school's financial administration. The Bursar manages the school budget, and is responsible for the procurement and payment of products and services. They may perform additional duties, including recruitment, marketing, and holding managerial responsibility of other administrative staff.

Executive Head Teacher
Decision-Maker

The Executive Head Header is the Head Teacher directly responsible for more than one school, typically as part of a Multi-Academy Trust, Federation, or other partnership arrangement. The EHT is the strategic leader of all establishments under their leadership, overseeing their improvement, growth, and partnerships.

Head Teacher / Principal
Decision-Maker

The most senior teacher and leader of the school, the Head Teacher is responsible for pupils' education, staff management, and policy making. They will typically work with governing bodies to communicate school values; support the Bursar in controlling school finances in line with funding regulations; and set, track, and monitor individual and whole-school targets and performance.

Deputy Head
Decision-Maker

The second-most senior position in the SLT, Deputy Heads typically manage leadership duties, including the improvement of the school and staff. They can make high-level decisions in the Head Teacher's absence (if the school does not have an Executive Head), fully adopting their role should the Head Teacher take sudden leave.

Assistant Head
Influencer

The third-most senior position, Assistant Heads assist with their Head's duties where required, but do not make high-level decisions. They may be responsible for managing or contributing to the success of pastoral care, school and performance data, and teaching and learning outcomes. Like Deputy Heads, they are sometimes classroom teachers.

Dean
Decision-Maker

In Higher Education settings, the Dean is the academic leader with academic, programmatic, managerial, and financial responsibilities for the school. They ensure the establishment is delivering effective teaching and learning, and provide direction and resources to do so. They are also responsible for student recruitment and progress, and maintaining the school's culture across faculty, staff, and students.

Associate Dean
Decision-Maker

Similarly to a school's Deputy Head, the Associate Dean in HE establishments supports the Dean in various matters. Acting somewhat of a middle manager between the Dean and academic departments, they'll perform administrative responsibilities across areas including education, research, administration, and financial oversight.

Head of School
Decision-Maker

Appointed and held accountable by the Board, the Head of School is responsible for the general management of the school, ensuring effective leadership and vision, and facilitating a high-quality student experience. They'll work closely with Executives to develop the school's strategic plan and reviewing school performance, and usually hold a lot of financial responsibility.

Head of Further/Higher Education
Decision-Maker

Working closely with the establishment's Head Teacher and Directors, this academic leader is usually a former or current teacher with plenty of classroom experience. They'll be involved in developing the HE/FE curriculum, supporting staff in meeting department goals, managing the department's finances, and ensuring all HE/FE staff are delivering effective education.

Nursery Manager
Decision-Maker

Nursery Managers are fully responsible for the leadership and management of the nursery and its staff, and the standards of care and education. If the nursery does not belong to a school, the Nursery Manager has one of the widest ranges of leadership duties, often fully in charge of finances, policies, health and safety, communications, and all administrate duties.

Head of Development
Decision-Maker

The Head of Development may be appointed by the Head Teachers and Directors to spur facility-wide development, or may have smaller, more specific roles in different departments (such as STEM, staff, or sports, for example). Working closely with department staff, they'll ensure the curriculum drives change, set staff goals and work with them to ensure they're met, and always be on the lookout for new services or products to transform their school.

Head of Assessment
Decision-Maker

The Head of Assessment is responsible for setting, reviewing, and acting on assessments across various areas of the school. A common example is student outcomes; measuring the effectiveness of the current curriculum and teaching methods, and passing the results onto Heads of Development and Subject Heads who can then act on the results.

Head of Services
Decision-Maker

This role is responsible for running and maintaining adequate services across the school. The role may differ across establishments – for example, some staff may focus on services for staff or students, or some may be services for a specific department or group of subjects. Regardless of the specifics, they will work with many members of staff, hold budget responsibilities, and may manage a wider team.

Head of Teaching, Learning, and Curriculum
Decision-Maker

This role leads and coordinates the ongoing development of teaching staff in relation to their teaching, learning, and curriculum practices. They'll provide support and leadership for curriculum design, pedagogy, assessment, and innovation, working closely with Heads of Development, subject heads, and the Head of Inclusion to deliver a high-quality, equal school experience for all.

Head of Progress, Quality, and Enrichment
Decision-Maker

Similarly to other development heads, this staff member is responsible for securing great whole-school and individual outcomes, working with many members of staff across the organisation to do so. This will include curriculum-based development, but also personal development through targeted interventions, extra-curricular activities, and health and wellbeing initiatives.innovation, working closely with Heads of Development, subject heads, and the Head of Inclusion to deliver a high-quality, equal school experience for all.

Director of Studies
Decision-Maker

Working closely with the Head Teacher, and Year/Department Heads, the Director of Studies monitors, evaluates, and develops the curriculum and it's delivery, plus reporting and assessment procedures. They'll lead all teachers to achieve high-quality delivery and academic welfare, observing teaching and running professional development training sessions where necessary.

Head of Operations
Decision-Maker

The Head of Operations plays a high-profile role in leading the efficient and effective delivery of all operational, technical, and administrative services within the school. Working closely with Heads and Executives, the Head of Operations will support them in delivering their strategic plans and objectives, managing other projects and members of staff to do so.

Governor
Decision-Maker

Governors are voluntary members of the community who want to contribute to the school's strategic direction. Through setting aims, objectives, policies, and targets, they typically ensure that the school's budget is well-spent, and challenge and support the Head Teacher's delivery of academic outcomes.

Trustee
Decision-Maker

Governors within an academy trust are known as trustees, as opposed to Governors who belong to faith schools or schools ran by the Local Authority. Trustees perform the same actions as Governors, although work more closely with the trust's CEO and answer to the trust's members.

Middle Leadership

Key Stage Coordinator
Decision-Maker

Key Stage Coordinators support the monitoring and maximising of teaching, learning, and all outcomes across the Key Stage. Working closely with Year Heads and Department Heads, they'll support staff; ensure appropriate, tailored curricula; and raise achievement. This will involve overseeing assessments, recording, and reporting.

Reception / Early Years Coordinator
Decision-Maker

These coordinators are responsible for the mental, social, emotional, and educational development of the under-fives. Sometimes a class teacher themselves, they'll manage the curriculum, year group staff, school transitions, parent communications, safeguarding, and behaviour and welfare.

Lower/Middle/Upper School Head
Decision-Maker

Reporting to the Head Teacher, the lower, middle, and upper school heads are responsible for all activities involving the staff and pupils in their part of the school. Often a Deputy or Assistant Head, these Heads will function as the chief articulator of targets and behavioural expectations for their section, plus assist with curriculum planning, recruitment, enrolment, and assessments.

Year Head
Decision-Maker

The head of each year group oversees the welfare and outcomes of their year's pupils. Each head will support a group of tutors, focusing on high standards of social, personal, and academic development. With guidance from the Pastoral Lead, each Year Head will provide pastoral support and communication for all pupils and families, including those vulnerable or at-risk, and typically lead year assemblies and activities.

Sixth Form Head
Decision-Maker

This role maintains, supports, and develops the education and wellbeing of students. Working with their deputies and director of studies, the Head of Sixth Form will take particular responsibility for the Sixth Form's strategy and development, supporting UCAS and other application processes, organising events, and overseeing communication.

General Staff

Class Teacher
Influencer

More commonly in Primary Schools, particularly with mixed-year classes or job sharing, a class teacher is one who may not have a set year group or specialist subject. They'll prepare and plan lessons, keep records, and set targets for their class to ensure pupil progression, but be supported and guided in terms of the curriculum and overall targets by their Department/ Year Head.

Nursery / Early Years Teacher
Influencer

A class teacher of the under-fives, Early Years Teachers focus on supporting young pupils through their development ready for Primary School. Like other class teachers, they'll plan lessons and monitor progress, but these are based around their ability to learn and their personal, social, language, and motor skill development, rather than academic outcomes.

Year Teacher
Influencer

Similar to the Class Teachers, Year Teachers will again be in charge of their classes' lessons, attainment, and progress, supported in the curriculum by their Year Head. Again, Year Teachers are most likely to be found in Primary Schools, and may take part in job sharing across one year group, but most will have their own group of pupils they teach all year.

Special Education

Intervention Coordinator
Decision-Maker

Intervention Coordinators support pupils in achieving outstanding educational outcomes, working to close attainment gaps and promoting pupil enrichment by developing, organising, and monitoring achievement programmes with close support from the Pastoral Lead. They'll monitor and support pupils in alternative education and new starters and transitions to facilitate progress.

Pastoral Lead
Decision-Maker

Pastoral Leads develop and sustain a healthy school environment to protect the welfare of all. They'll lead the Year Heads and potentially a wider team of pastoral staff to develop strategies for interventions, positive behaviour, and increased attendance. They'll also provide training and leadership for their pastoral team.

Pupil Premium Coordinator
Decision-Maker

This role has overall responsibility for organising and monitoring the interventions of all pupils eligible for Pupil Premium funding. They will have the ability to plan, make, and track spending decisions, and work closely with the rest of the SEND and pastoral teams to develop targeted interventions inline with school results.

SENCO
Decision-Maker

The Special Educational Needs Coordinator oversees the day-to-day operation of the school's SEND provision. They'll assist with the identification of SEND pupils, creation and maintenance of Education, Health, and Care (EHC) Plans, co-ordination and assessment of appropriate provision, and communication with families and outside agencies and psychologists.

Gifted & Talented
Decision-Maker

The Gifted & Talented Lead work with such pupils to lead the strategic development of advanced curricula. Working closely with the pupils' usual teachers, they'll develop programmes, implement objectives, and monitor progress. They may be in charge of rolling out such projects throughout the whole school to raise general attainment.

Support Staff

Education Liaison Officer
Decision-Maker

The Liaison Officer facilitates partnerships with families, prospective pupils, other schools, and other external parties. With communication covering anything from addressing low attendance, sharing local services, or supporting new or leaving pupils, they will work closely with the majority of departments and staff.

Family Support Officer
Influencer

The Family Support Officer provides support, advice, and information to the families within the school's community. Working closely with the SEND team to support disadvantaged pupils or families with complex needs, they'll help build relationships, provide financial advice, coordinate external referrals, and arrange alternative education if necessary.

Exams Officer
Decision-Maker

The Exams Officer oversees all aspects of examinations management within the school. This will include ensuring a safe arrangement, delivery, and submission of all exams and entries, coordinating exam fees, and leading their team of invigilators. They may have other roles, including supporting the finance or office teams, during non-exam periods.
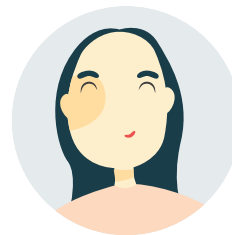
Learning Support
Influencer

Learning Support staff typically support the SENCO by guiding individual or small groups of pupils with special educational needs, providing targeted support and following the plans laid out by the SENCO, Intervention Coordinator, and Pupil Premium Coordinator.

Support Staff
Influencer

Support Staff work in a variety of jobs with the large majority of departments and colleagues. From supporting office staff with admin tasks, providing valuable resources to aid classroom delivery, or supervising SEND interventions with Learning Support staff, they are vital to the success and wellbeing of the school and its community.

Supply Teacher
Influencer

It is the role of Supply Teachers to maintain a quality standard of teaching and learning in the absence of the regular teacher. In the case of long-term cover, Supply Teachers are expected to plan their own lessons and assess pupils' progress. For this reason, some Supply Teachers only choose to cover specific year groups or subjects, but many will cover a much wider field.

E-Learning
Decision-Maker

It is the role of all E-Learning staff to provide a consistent experience of online and blended learning. They will be responsible for promoting and developing new material and activities for digital delivery, and will support and train all staff members and pupils in accessing such content. In collaboration with technology departments, they may procure new equipment and resources.

Head of Digital Strategy
Decision-Maker

Surging in necessity due to the COVID-19 pandemic, but remaining a permanent job role in most schools, the Head of Digital Strategy supports the organisation's learning priorities by developing and supporting appropriate, sufficient, and outstanding digital learning across the whole school. They will coordinate and manage IT resources and staff in order to facilitate this, and will assist subject heads in setting goals for and planning their department's digital strategy.

Head of Digital/Distance Learning
Decision-Maker

In some smaller establishments, the Head of Digital Learning may take overarching responsibility for the whole digital strategy. In other schools, however, particularly HE establishments, the Head of Digital Learning will have a smaller responsibility, focusing on the day-to-day running of online learning. They will work closely staff to offer support, help meet goals, and address issues, plus IT and Network staff to ensure digital learning systems are up and running, and fit for the job.

Data Manager
Decision-Maker

An establishment's Data Manager is committed to ensuring the overall efficient and effective collection and use of data to inform development strategies and facilitate individual and whole-school achievement. In charge of the school's Management Information System, they'll work closely with many members of staff, including department heads when analysing test results, or SEND staff when using data to inform targeted interventions.

Catering Manager
Decision-Maker

The school's Catering Manager is in charge of planning, organising, and providing catering services to students, staff, and visitors. This will include purchasing, stock-taking, maintaining hygiene standards, and meeting health and safety guidelines. They will have a role to play in the school's healthy eating policy, and may also work closely with pupils to help prepare and learn life schools.

Counsellor
Influencer

School Counsellors provide a high-quality counselling service to students to support their mental health and wellbeing. They will also provide support, guidance, and advice across the school and to parents/carers; support the school in facilitating outstanding teaching and learning; and work closely with other members of staff (including the SENCO/DSL) to contribute to the safeguarding and promote the welfare of all students.

Health and Safety Coordinator
Decision-Maker

Health and Safety Coordinators are responsible for the welfare of all students, staff, and visitors on the school grounds. They will proactively communicate with everyone on all aspects of health, safety, and welfare, manage training courses, implement effective H&S arrangements, and advise school Heads and Directors if performance or compliance does not reach the required standards.

Enrolment Coordinator
Decision-Maker

A key member of the administration team, the Enrolment Coordinator supports both students entering the school, and those signing up for new subjects or courses. They'll represent the school's mission and values to welcome a new intake, be one of the first points of contact for new parents/carers, support the admin and marketing departments to increase their intake, and represent the school at off-site meetings or recruitment events.

Office Staff

Office Manager
Influencer

The Office Manager, under the guidance of the Head Teacher, is the responsible for the majority of the administration work in the school, and act as a point of communication for day-to-day discussions between pupils, families, and the Head Teacher. The Office Manager generally manages the Head Teachers schedule, plus maintains pupil records and handling employee relations.

Secretary/Receptionist
Influencer

Working directly underneath the Office Manager, the school Secretary assists with any and all administrative tasks set by their supervisor. They may take the place of the Office Manager in the case of an absence, but are typically less involved with the Head Teacher's schedule, and focus more on daily admin tasks including attendance monitoring, answering telephone calls, and passing on emails to the relevant member of staff.

Student Services

Head of Student Services
Decision-Maker

The Head of Student services is in charge of delivering high-quality student support, including admin, accommodation, welfare, and social activities, to ensure high levels of student satisfaction. They'll work closely with Directors, Heads, and pastoral staff to enhance the students' school experience, minimise organisational risk, support student welfare, and provide an outstanding level of care.

Careers
Decision-Maker

Working closely with colleagues and external agencies, the Careers Advisor will be responsible for providing high-quality careers advice, guidance, and support throughout the school. They'll lead the development and maintenance of a network of effective partnerships, may assist with coordinating work experience, and organise careers fairs, careers programmes, and gap year events.

Work Experience Coordinator
Decision-Maker

Typically working with Year 10 students and their Head of Year, the Work Experience Coordinator is solely responsible for managing, implementing, and supporting students in finding work experience placements. They'll liaise with employers to maintain partnerships, ensure health and safety regulations are met, provide additional support for SEND pupils, and lead other staff members during placement visits.

Outdoors Staff

Outdoor Learning Coordinator
Decision-Maker

The Outdoor Learning Coordinator is responsible for delivering lessons that combine high-quality classroom teaching with being active outdoors. Their job is to ensure teaching goes beyond 'a lesson taught outside' to form a truly outdoor learning lesson. They will therefore work to provide adequate outdoor resources, seating, and cover, and work with all department staff to develop ways to bring their current curriculum outside.

School Trip Organiser
Influencer

Supported by relevant department staff in the case of subject-specific trips, the School Trip Organiser handles the overall management of any and all school trips put forward by subject staff or the SLT. This includes making and handling all necessary Health and Safety procedures, policies, and risk assessments. They will also guide other staff members in leading and supervising school visits.

Premises / Site Manager
Decision-Maker

The school's Site Manager is responsible for the maintenance, cleaning, and security of school buildings. They will typically carry out basic repairs themselves, then set the priorities for maintenance and repairs which require external contractors, whom they will supervise while work is being carried out. The Site Manager is also typically involved with health and safety regulations around the school.

Technology and Media Support Staff

Librarian
Influencer

The school librarian is responsible for the running of the library or resource centre. They procure and maintain multi-format resources to support learning needs, and so work closely with subject teachers, e-learning staff, and SEND staff. They play an active role in supporting literacy targets, as well as whole-school learning targets.

Network Manager
Decision-Maker

The school's network manager lead the IT provision in the school, working with IT and Computing staff to provide the equipment and software to meet their aims and objectives. They'll be in charge of developing and maintain the internal computer systems and network, providing IT support where necessary, and supporting online safety policies.

Marketing Manager
Influencer

The school's Marketing Manager leads the marketing, pupil recruitment, and communication strategies of the school. This includes developing and delivering marketing plans inline with the Head Teacher's goals, creating material to communicate the school's ethos to drive pupil numbers.

Teaching Assistant
Influencer

Like other support staff, Teaching Assistants play a vital role in the running of the school. They support individual and groups of pupils in their educational and personal development, with some working exclusively with SEND pupils. They typically assist with other classroom duties, including classroom or lesson preparation, or supervising trips and extracurricular activities.

Technology Technician
Influencer

Managed by their Network Manager, Technology Assistants provide IT support where necessary to aid the delivery of IT-based learning. This will typically include basic maintenance and repairs, installing and configuring new hardware and software, and otherwise supporting the Network Manager with their usual tasks.

Reprographics
Influencer

The Reprographics staff assists the administration team by photocopying, preparing, and finishing materials for staff and students when requested by class teachers and other departmental staff. During quiet periods, the Reprographics technicians may assist with other office management and administrative duties.

Science Technician
Influencer

Science Technicians support a high-quality delivery of science by assisting the classroom teacher with any necessary tasks. This typically includes maintaining equipment, setting up experiments, offering practical help to pupils, and potentially even ordering new resources and keeping the department's budget.

Health, Safety, and Wellbeing

Anti-Bullying Coordinator
Decision-Maker

The Anti-Bullying Coordinator develops the school's approach to bullying, implementing steps to successfully monitor bullying and quickly set effective interventions. They'll be responsible for training all staff on these policies. They'll also coordinate and promote pupil/parent involvement in strategies to tackle bullying.

First Aider
Influencer

A voluntary role, the school's First Aiders are responsible for dealing with all day-to-day medical issues. This covers minor ailments, including administering plasters and regular medication, to more serious situations such as accompanying pupils to hospital if necessary. They'll be responsible for all paperwork and external reporting, and liaising with parents and school nurses.

Designated Safeguarding Person
Decision-Maker

The Designated Safeguarding Person, usually a role performed by a member of the SLT, takes the lead responsibility for child protection. In charge of developing and enforcing such policies, they'll train staff on recognising and raising safeguarding concerns, handle referrals to social care, monitor pupils with child protection plans, and maintain accurate and secure records.

Healthy Schools Coordinator
Decision-Maker

The Healthy Schools Coordinator is responsible for ensuring the school maintains their engagement with the relevant healthy school programmes set out by the government. They'll work closely with the PSHE lead to ensure the curriculum provides adequate, accurate coverage of the healthy schools policies, and promote the school as a health-conscious environment by organising events with pupil/parent engagement.

HR Manager
Decision-Maker

The school's HR Manager is responsible for providing a consistent approach to improving the quality of learning and development. This could cover assisting with staff recruitment and development, reviewing the school's performance, keeping up-to-date with inspection board regulations, and monitoring compliance with policies and procedures.

Wellbeing Coordinator
Decision-Maker

The Wellbeing Coordinator is responsible for promoting positive mental health and wellbeing across all staff and pupils. This includes developing and conducting policies and risk assessments, running regular wellbeing initiatives, working with teaching staff to address pupils who'd benefit from a modified curriculum, and building community connections to provide additional support.

Subject Staff

Subject Heads
Decision-Maker

All Subject Heads are expected to work in partnership with the SLT, Governors, and all subject staff to ensure continuous improvement of their subject. They'll be responsible for planning the curriculum, managing department staff, procuring resources, assessing progress, working with the SEND department for pupils who need extra support, and supporting the SLT with policies relating to their subject.

Subject Teacher
Influencer

Supported by their Subject Head, Subject Teachers support and develop pupils' skills and outcomes through excellent teaching delivery. Requiring an excellent understanding of the National Curriculum, they'll plan their classes' lessons, assess outcomes, and set targets in-line with department goals.

Arts Staff

Including:
Art, Dance, Drama, Expressive Arts, Music, and Performing Arts, Digital Arts & Design*, Design*, Fine Art, and Photography*.

*Typically found in HE establishments.

On top of the usual curriculum planning, resource management, and staff training, Art Heads are typically also fully responsible for organising wider school events, such as art exhibits, external music lessons, and drama productions. Staff may work with external providers to bring in specialist teaching, such as cultural dance or instrument workshops.

With the Arts being hands-on subjects, teachers will need to take special care to ensure this is delivered fairly to all pupils without sacrificing theoretical knowledge and written work.
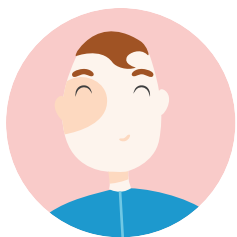
D&T Staff

Including:
D&T, Carpentry/Woodwork*, Architecture*, and Engineering*.

*Typically found in HE establishments.

In almost all Primary and Secondary schools, the D&T department will include solely the D&T teachers, who may touch upon subjects listed above in their standard D&T lessons. Moving into FE and HE providers, the D&T department will break into more specific subjects, including those listed above. As with other subjects, staff are responsible for day-to-day classroom management, with the subject heads having more departmental and school-wide responsibility.

Business and IT Staff

Including:
Business Studies, Economics, Government & Politics, Law, Computing, ICT, Computer Science*, Accounting*, and Marketing*.

*Typically found in HE establishments.

It's not uncommon for Business and IT staff to teach several of the subjects listed above due to school budgets and the lack of specialist teachers, meaning thorough resources and support are necessary for successful curriculum delivery.

Computing and IT staff may also hold the role of Network Mangers or IT technicians for the same reasons above. They may also assist with STEM and coding initiatives, and supporting more female pupils into STEM roles.

English and Media Staff

Including:
English, Media Studies, Creative Writing*, Film Studies*, and Animation*.

*Typically found in HE establishments.

On top of their regular classroom duties, English Teachers often support the school's wider literacy targets and SEND goals, ensuring every pupil has the literacy skills to aid their personal development. Staff, particularly Media staff, may support other departments and the school library in procuring and organising learning resources, and supporting online learning initiatives.

MFL Staff

Including:
Arabic, French, German, Latin, Mandarin, MFL, Spanish, and Welsh.

Once again, it's not uncommon for MFL staff to teach more than one language; covered under the general MFL job role, or by holding multiple job roles in specified languages. MFL staff are often in charge of organising and supervising international school trips, and may assist with supporting EAL (English as an Additional Language) pupils.

Science, Maths, and Medical Staff

Including:
Biology, Chemistry, Maths, Physics, Science, Microbiology*, Nursing and Midwifery*, Health & Medical Sciences*, and Zoology*.

*Typically found in HE establishments.

The Science and Math staff help to lead the school's STEM initiatives, working with other technology staff to setup workshops, events, and extra-curricular challenges for pupils to get involved in. Once again, lots of Science Teachers will teach all three sciences, and it's not uncommon for Maths Teachers to also teach Physics.

Social Science Staff

Including:

Citizenship, Classics, Geography, Health & Social Care, History, Humanities, Psychology, Social Science, Sociology, Philosophy, Health, Social, & Occupational Care*, Criminology*.

*Typically found in HE establishments.

As well as standard lesson delivery, Social Science Staff help pupils take an active stand in the world around them and the issues that affect them. They may lead charity events, support climate change protests, set up local partnerships within the community, and back other pupil-led initiatives to support their role in society.

RE and PSHE

Including:

Religious Studies and PSHE

Although all school staff play a role in supporting emotional and personal development, RE and PSHE staff have a larger role to play in pupil welfare. Working closely with SEND departments and Wellbeing staff, subject staff will ensure all teaching is supportive of individual pupils' situations, while meeting whole-school policies.

Sports Staff

The sports staff are responsible for the school's PE offering. In collaboration with the Healthy Schools Coordinator and Wellbeing Coordinator, they'll typically lead and manage a wide variety of extracurricular physical exercise activities to account for limited timetabled PE. This could also include less-intense wellbeing activities such as yoga, or supporting Dance staff to offer Dance clubs.

Sports Science

A subject more commonly found in Higher Education providers, Sports Science teach the real-life challenges in sport, health, and exercise. Staff will ensure the implementation of quality teaching by applying scientific knowledge of physiology, biomechanics, and psychology. Sports Science staff may also be responsible for the health and safety of those involved in school sports clubs.

Outdoor Studies

Outdoor Studies staff provide a foundation in the philosophical, theoretical, and practical aspects of outdoor, environmental, and experiential leadership, education, and practice. This can include outdoor sports (for which staff may collaborate with members of the Sports and Sports Science departments), adventure tourism, and sustainability.

Vocational Studies Staff

Including:

Leisure & Tourism, Vocational Studies, Beauty & Hairdressing*, and Projects & Events Management*. *Typically found in HE establishments.

Vocational staff support pupils with an aptitude for vocational and technical subjects. They may work closely with the SEND department to ensure all pupils make good progress within their chosen subject. They'll often also need to establish partnerships with outside agencies to expand the hands-on learning available to pupils. Organised by the Heads of these subjects, some larger schools may open their services (such as travel agents or hairdressing) up to the community, letting their students gain essential hands-on work experience.

Multi-Academy Trust Roles and Responsibilities

Executive Team

CEO/Accounting Officer
Decision-Maker

A CEO is the strategic lead of a Multi-Academy Trust, supervising all Head Teachers working within the Trust. They take full responsibility of all non-education outcomes, specifically the academies' finances and budgets, and the operational growth of the Trust.

Chief Financial Officer
Decision-Maker

All MATs must have a named Chief Financial Officer to oversee all financial matters for the Trust and ensure compliance. Reporting directly to the CEO, they will ultimately be responsible for proper financial conduct, provide advice on strategic financial issues, and manage the leadership of the finance team.
They will also be accountable for the accuracy and resilience of accounting practices and data within each academy.

Chief Operations Officer
Decision-Maker

The Chief Operations Officer oversees the leading and management of all non-academic aspects of the Trust. Forming part of the Executive Team, they'll work closely with Trustees and Principles of the academies, and will usually take head responsibility for HR, IT, Premises, Marketing, and expansion projects.

Executive Headteacher
Decision-Maker

The Executive Headteacher is the strategic leader of all academies in the Trust, overseeing improvement, growth, and partnerships. They'll ensure the highest standards of education, learning, and achievement, working closely with the Trustees and Executive team. They will also hold responsibility for managing the Trust, with a hand in recruitment, HR, and finances.

Executive Leader
Decision-Maker

Working closely with the Executive Head Teacher, the Executive Leader will preserve and develop the ethos, aims, and goals of the Trust. They'll support the Executive Head Teacher in ensuring these are embedded in every aspect of school life, and work in partnership with the government to ensure all requirements are fulfilled and expectations met.

Business Manager
Decision-Maker

The Business Manager supports the CFO and CEO with financial matters to ensure the Trust operates in good financial governance. They will typically have a hand in other areas, including recruitment, business development, HR, legal issues, and estates management, perhaps holding managerial responsibility of other administrative staff.

Directors

Director of Business
Decision-Maker

The Director of Business, sometimes called the Director of Finance, will work across the MAT with all academies and be responsible for the financial, human, and physical resources of the Trust, as well as playing a role in supporting the Trust's strategic planning. They will work closely with the Chief Financial Officer to oversee financial matters.

Director of Data, Information & Systems
Decision-Maker

This staff member holds the responsibility for creating and maintaining effective IT systems and data management processes, typically to assist with record-keeping and holding assessment data. They may also assist the Director of ICT and Network Managers to establish sound IT and EdTech for classroom use.

Director of Creative Learning
Decision-Maker

The Director of Creative Learning will oversee the curriculum and provision for all aspects of creative learning in the Trust's academies. They'll be responsible for ensuring staff have the training and resources necessary to deliver engaging lessons, and monitor, report on, and act on student outcomes.

Director of Education & Teaching
Decision-Maker

The Director of Education and Teaching will be responsible for the support, training, and management of the leadership teams across all academies. Their focus is on helping these teams achieve the best outcomes for students spiritually, morally, socially, and academically. They ensure teams have the knowledge, skills, and resources to do so, and will likely be involved in training and procurement.

Director of Estates
Decision-Maker

The Director of Estates, or Facilities Manager, oversees the site management, cleaning, and catering of all academies to ensure high levels of health and safety, learning, and development. They'll manage any premises and building improvement projects, supervising academy site staff and external contractors when necessary. They will typically be in charge of sourcing and securing funding sources for estate projects.

Director of ICT
Decision-Maker

The Trust's Director of ICT leads the IT provision across the Trust, working with each academy's IT and Computing staff to provide the equipment and software needed to meet their aims and objectives. They are in charge of developing and maintaining all technology initiatives, providing IT support where necessary, and working with the safeguarding team on online safety policies.

Director of HR
Decision-Maker

The Director of HR is responsible for all staff personnel issues related to improving satisfaction and wellbeing, leading to a better quality of learning and development. They may assist with recruitment and development, reviewing academy performance, and monitoring compliance with policies and procedures.

Director of Leadership
Decision-Maker

Typically under the supervision of the Director of Teaching and Learning, this staff member will be responsible for the development and implementation of personal and professional leadership development strategies for staff members across the Trust. This typically includes holding or sourcing coaching sessions, evaluating staff performance, and ensuring continuous development is made to support high levels of teaching and delivery.

Director of Pastoral Care
Decision-Maker

It is the duty of the Director of Pastoral Care to develop and sustain a healthy environment to protect the welfare of every pupil and staff member in their academies. They lead a wider team of pastoral staff to develop strategies for interventions, positive behaviour, and increased attendance. They are also responsible for sourcing and providing training for all members of the pastoral team.

Director of Safeguarding
Decision-Maker

The Director of Safeguarding takes the lead role of child protection across all academies in the Trust. Working closely with designated safeguarding persons, they oversee the development of new policies, maintain accurate and secure records, and assist academies and external parties with severe or difficult safeguarding concerns and referrals.

Director of Pedagogy
Decision-Maker

The Director of Pedagogy takes the lead on all aspects of staff personal and professional development, and implements academy-wide initiatives to contribute to such. They may be responsible for creating new partnerships within the Trust, and with outside schools and educational organisations.

Director of Safeguarding, Behaviour & Welfare
Decision-Maker

Similar to the Director of Safeguarding, this role involves taking responsibility for student safeguarding, but has further responsibilities in student behaviour and welfare. Everyday tasks include developing policies and strategies to maintain academy-wide standards, with more intense tasks including managing student referrals.

Director of Teaching, Learning and Assessment
Decision-Maker

This job role is very similar to the Director of Teaching and Learning, but with an added focus on student assessments. This person is responsible for the development and collection of student performance data and analysis, and working with the Executive teams to develop the curriculum and strategies to improve attainment and results.

Management/Leadership Team

MAT Head Teacher/ Principal
Decision-Maker

The Head Teacher of each individual academy in the Trust holds overall responsibility for managing the day-to-day operations of the academy, including education, staff management, and policy-making. They work directly under the Executive Head and follow their direction, alongside the Board of Trustees.

Head of Education
Decision-Maker

The Head of Education is directly responsible for all academic and pastoral aspects and outcomes across the Trust. They lead on all curriculum matters, help manage and motivate each academy's SLT to meet objectives and targets, and work closely with the executive team to help develop the Trust's strategic view, growth, and development.

Head of Academy
Decision-Maker

The Head of Academy takes responsibility for any complex day-to-day occurrences during the school day. They work closely with the Executive Head Teacher and other executive staff to manage provisions and the school site, and are key stakeholders in forming the development of leadership, teaching, and learning to continually raise standards, progress, and attainment.

Marketing & Communication Manager
Decision-Maker

The Trust's Marketing Manager leads the marketing, pupil recruitment, and communication strategies for all academies across the Trust. This includes developing and delivering marketing plans in line with decision-maker goals, and creating material to communicate the Trust's ethos to drive pupil numbers.

Employment & Development Manager
Decision-Maker

Assisting the Business Manager and HR staff, this staff member leads on staff recruitment and retainment by managing the roles that the academies need filled, and cultivating staff capabilities, development, job satisfaction, and workplace wellbeing. They will likely assist leadership staff with sourcing professional and personal development provision.

Support Staff

Head of Children's Services
Decision-Maker

Working with Head Teachers, governors, and academy sponsors, the Head of Children's Services supports high educational standards and the welfare of all students, particularly those from disadvantaged backgrounds. They support the safeguarding teams with external partnerships and referrals, such as Pupil Referral Units or provisions for looked-after children.

PA to CEO
Influencer

The CEO's PA will develop and lead all clerical and administrative support for the Trust. They'll be the first point of contact for anyone wishing to get in touch with the CEO, communicating with parents, external parties, and other members of the Trust alike. They are responsible for managing the CEO's schedule, travel arrangements, meetings, events, and correspondence.

Secretary/Clerk to the Trust
Influencer

Working closely with the PA, the Trusts' Secretary assists with any and all administrative tasks set by their supervisor. They may take the place of the PA in the event of an absence, but are typically less involved with the CEO's schedule, and focus more on daily admin tasks including attendance monitoring, answering telephone calls, and passing on emails to relevant Trust members.
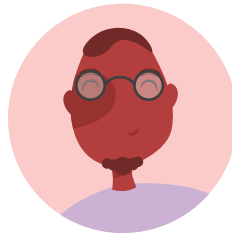
Trustees

Chair of Trust Board
Decision-Maker

The Chair of Trust Board works closely with the CEO, acting as a channel of communication between them and the board to ensure all Trustees have accurate, up-to-date information to provide effective governance. The Chair may represent the MAT in meetings or the media, provide training and mentoring services to Trustees and other MATs, lead the development of the board, and act on meeting decisions.

Chair of Trustees
Decision-Maker

The Chair of Trustees will lead their Trustees in holding the Board and Executive Team accountable for the MAT's strategic goals, ethos, and missions. They'll provide leadership to all Trustees, ensuring the Trustees are working collaboratively and efficiently both within their team and with the Chief Executive officer.

Vice Chair of Trust Board
Decision-Maker

The Vice Chair of the Trust Board will support the head Chair in a deputy position, and will act on tasks set by the Chair. This could include supporting the development of the Trust's strategic plans, or supporting Trustees with training and mentorship. The Vice Chair may take on the position of the Chair in the event of an absence, but cannot make decisions or take on specific roles unless authorised to do so.

Vice Chair of Trustees
Decision-Maker

Similarly to the Vice Chair of the Trust Board, the Vice Chair of Trustees supports the head Chair in a deputy position, potentially taking on their role in full in the event of an absence. They'll only be able to act on specific tasks set by the Chair, typically assisting the leadership of the Trustees and ensuring consistent, efficient communication.

MAT Trustee
Decision-Maker

A Trustee is responsible for three core governance functions: setting the direction, ensuring financial integrity, and holding the Head Teacher accountable. As Academy Trusts are charitable companies, the Trustees must also comply with charity and company law requirements. They must regularly attend meetings, manage conflicts of interest, seek advice from the leadership teams, and ensure the academies have appropriate procedures in place for reporting financial information.

Education Trustee
Decision-Maker

The Education Trustee will pay special attention to the academic running of the Trust, above financial or business matters. Overseeing the strategic development of the academies, they make decisions based on achieving the best outcomes for students both personally and academically.

Finance Trustee
Decision-Maker

A member of the Trustee Board, the Finance Trustee will pay special attention to the school's finance management. They oversee and assist the strategic development of the Trust, ensuring budgets are being put to the best use. They may also take on the role of Treasurer.

HR & Employment Trustee
Decision-Maker

The HR & Employment Trustee will focus on ensuring decisions are made in the staff's best interests. They are concerned with job satisfaction, staff wellbeing, and personal and professional development, ensuring staff have the provisions to teach to a high standard and raise attainment and outcomes. They will also be involved in matters of recruitment and retainment.

Law Trustee
Decision-Maker

The Law Trustee is concerned with all legislative and legal matters in any decisions made by the Trustees. They must ensure the Trust and all academies are running in accordance with education legislation, and laws laid out by the government.

Member of the Trust
Decision-Maker

Members of the Trust are similar to company shareholders – they have ultimate control over the Academy Trust, with the ability to appoint Trustees and amend the articles of association. A Trust legally must have three members, although five is recommended. Members can also become Trustees, but as Members are responsible for holding Trustees to account, this practice isn't recommended to ensure robust accountability.

What Next?

There you have it – the essential insights of all 260 UK school job roles you can market to with Campus. But there's no time to rest - the education landscape is always changing, and with 80,000 updates made to Campus's database every single month, the launch of a new job role could happen at any given moment. Stay prepared, and your edu-marketing will remain ahead of the crowd.

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T: 01684 297374
E: info@sprint-education.co.uk
W: www.sprint-education.co.uk