

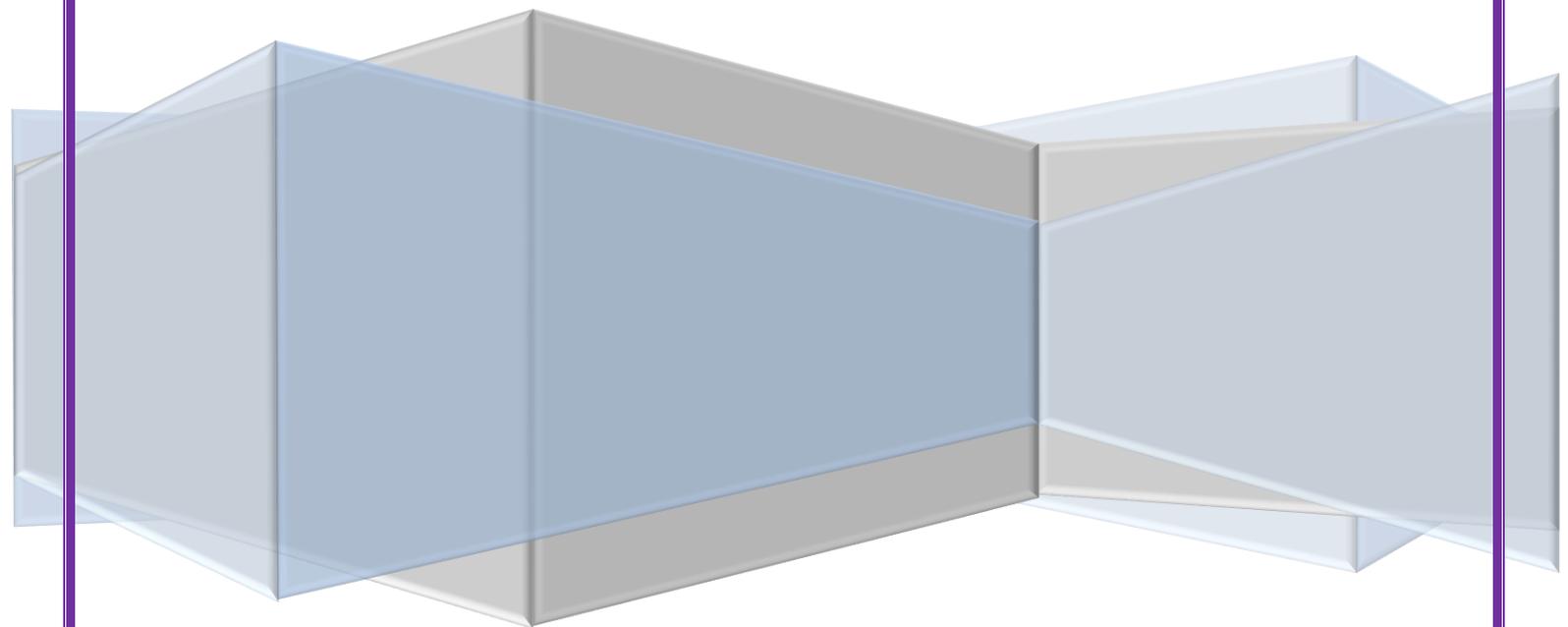


The BAWB Federation  
Bainbridge, Askrigg, and West Burton Primary Schools  
*Mid-Dale Excellence in Education*  
Executive Headteacher: Miss Charlotte L. Harper

# The Base Leader

Roles and Responsibilities (Job Description)

January 2019



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## Who are our Base-Leaders?

Bainbridge	Askrigg	West Burton
		
Mrs Eleanor Harrison	Miss Vicky Collins	Mrs Di Robinson
01969 650336	01969 650331	01969 663230
e.harrison@b-a-wb.co.uk	v.collins@b-a-wb.co.uk	d.robinson@b-a-wb.co.uk

## Qualifications and Eligibility

Base-leaders are UPS (Upper Pay Scale) teachers, or those with additional leadership qualifications and experience. Their job description sits within the expectations of a UPS teacher, or within the experience of an additional leadership qualification.

## The Roles and Responsibilities of the Base Leader

The role of the 'Base Leader' exists in all three schools in our federation and has two key purposes:

1. To be part of the strategic leadership team
2. To manage the running of the school in the absence of the headteacher

### 1. Leadership

The 'Base Leader' is responsible for maintaining and exemplifying the high standards and expectations of both pupils and staff at all times.

Along with the Headteacher and the School Business Manager, Base-Leaders make up our leadership team which is responsible for the strategic development of our schools. This team meets fortnightly.

### 2. Management

Management of the school comes into particular effect whenever the headteacher is not on the school premises. Please remember that, at all times, the headteacher has ultimate responsibility for major and strategic decisions and any named person must not take unrealistic responsibility for making critical decisions.

At Bainbridge, Askrigg, and West Burton Schools both the headteacher and any senior teachers could both be off the premises at the same time, at which point the responsibility of 'Base Leader' would be delegated to another teacher, where appropriate, at the discretion of the headteacher. This happens in all schools.

The role of the 'Base Leader' involves responding to day-to-day issues that require immediate action. This does not include any issues that can be dealt with later by the headteacher, nor does it exclude seeking remote advice from the headteacher or other appropriate responsible professionals.

### **Fire Safety**

In the event of fire, the Base Leader is the point of contact for the fire service and also should oversee assembly and counting of children in the event of evacuation.

### **Health and Safety**

The Base Leader has responsibility for day-to-day health and safety management and for reporting any incidents or matters of concern.

### **Safeguarding and Child Protection**

The Base Leader is the first point of contact by other members of staff for urgently-presenting safeguarding / child protection issues which should then be reported immediately to the Designated Safeguarding Lead (Headteacher or Mrs Eleanor Harrison). Members of staff should be asked to record any concerns using the 'reporting pupil concerns' forms which can be found in the staffroom.

Appropriate training (e.g. 'Designated Safeguarding Lead') will be provided as part of a programme of continued professional development.

Without exception, all instances of a child protection nature should be reported as soon as possible to the headteacher. Any action taken must be consistent with the specific School's Safeguarding and Child Protection Policy and Procedures.

In the event of a safeguarding / child protection issue presenting (see policy), where the headteacher or any other designated lead is unavailable, the Base Leader should contact any of the Headteachers within our cluster.

### **First Aid**

All staff in school are trained in the use of first aid. Identified persons are named on first-aid signs around school. Cases should be referred to the Base Leader if a second opinion is required regarding the actions required to deal with a first-aid situation. The Base Leader will make a decision as to whether parents need to be contacted or if further treatment (ambulance or hospital visit) is necessary. If a child is taken off the premises, TWO members of staff must accompany him / her.

### **Decisions Around School Closure**

In the event of exceptionally severe weather during the school day or other unforeseen circumstances, all reasonable attempts will be made to contact the headteacher for a decision regarding closure. In the event of the headteacher being unavailable or uncontactable, the Base Leader can make the decision to close the school. The procedures for notifying staff can be found in our 'School Closure Procedures' document. Contact details for NYCC regarding permission for unavoidable school closure can also be found in that document.

Office hours emergency: 01609 532218 / 532234

Out-of-hours emergency: 01609 777398

### **Parents' Concerns**

The Base Leader will respond to parental concerns or queries that require an immediate response but will refer all other cases to the headteacher (all cases that have been dealt with should also be reported to the headteacher in daily briefing). The Base Leader can make an appointment for a parent to meet with the headteacher where appropriate.

### **The Beginning of the Day**

The Base Leader must be on site at the beginning of the day before the arrival of all the children. In the event of the Base Leader being absent, (s)he should nominate another teacher to fulfil this role.

### **The End of the Day**

The Base Leader must remain on site at the end of the day until all children have left the premises. In the event of the Base Leader being absent, (s)he should nominate another teacher to fulfil this role.

### **Cover Arrangements**

If a member of staff is absent and the headteacher has not been contacted or is uncontactable, the Base Leader will decide whether a supply teacher needs to be contacted or if cover can be provided in-house. A list of supply teachers and contact details are available in the office, along with the number for Principal Teachers.

### **Lunchtimes**

The Base Leader should remain on-site during playtimes and lunchtimes.

### **Duties and Timetabling**

The Base Leader is responsible for ensuring that all duties are carried out as per our timetables, though it is the responsibility of the individual members of staff to organise duty cover in their absence.

### **Briefing and Communications**

- The Base Leader will be responsible for de-briefing the headteacher on a daily basis, either by phone or by e-mail.
- The Base Leader will be responsible for running weekly briefing meetings on Monday mornings (when the EHT is not on site).

### **Emergency Procedures**

Please follow the school's emergency evacuation plan if necessary. If you are in any doubt about any situation, please contact the school's Chair of Governors (Derek Walpole) or seek advice from another named headteacher in our cluster:

Mrs Sarah Beveridge (Leyburn):	01969 623187
Mrs Lindsey Evans (Middleham and Spennithorne):	01969 623593, 01969 623474
Mrs Hannah Vasey (Hawes):	01969 667308
Mr Gordon Stainsby (Reeth & Gunnerside)	01748 884308

### **Contingency Planning**

In the event of the Base Leader being unable to meet the above responsibilities, (s)he should nominate another member of staff to carry out this role, at the discretion of the headteacher.