



**Wellfield Academy**

Headteacher Mr J Lewis

April 2024

Dear Parent/ Guardian,

### Staffing Update

I am writing to provide an update with regards to an exciting restructure of certain roles and responsibilities within the school which will impact upon students moving forwards.

#### **Personal Development & Safeguarding**

Having had the opportunity to review all of our rewards and behaviour systems, this process has naturally led to us reflecting upon certain roles and responsibilities to ensure we have the right structures in place to support the policy.

Alongside this, Mrs Park and I have also been reflecting upon the varied nature of her responsibilities which sees significant cross over between academic progress and intervention but also a focus upon personal development. We are passionate about ensuring the best possible personal development opportunities are provided for our students and, to strengthen this area, Mrs Park's job title moving forwards will become Assistant Headteacher for Personal Development. We believe that, if we get the personal development offer right for our students, it can have a significant impact upon the culture in school as well as the life chances of our students. As there are many elements of Personal Development that are closely linked to safeguarding, Mrs Park will also become the school's DSL (Designated Safeguarding Lead) and will work closely with Mrs Booth in her role as Safeguarding and Wellbeing Manager.

#### **House Progress Leader restructure**

Over recent years, the role of a House Progress Leader (HPL) has often been incredibly varied and challenging in many ways. A HPL has had responsibility for transition, CEIAG (careers), assemblies, the tutor programme and PSHCE whilst also juggling the progress element of their jobs. To support Mrs Park's restructured role and the new Rewards and Behaviour Policy, responsibilities of all three HPLs have been reviewed and, from Monday 29<sup>th</sup> April, they will commence work under a new job description in the following roles:

- Head of Key Stage 3: Miss Cattanach
- Head of Key Stage 4: Mr West
- Personal Development- Curriculum and Aspirations Lead: Miss Scott

I am really excited about this restructure and the impact all three colleagues will have within their restructured roles. Miss Scott will support Mrs Park with all areas of personal development (PD) and, based on her passion in this area, the PD offer will be further strengthened at Wellfield.



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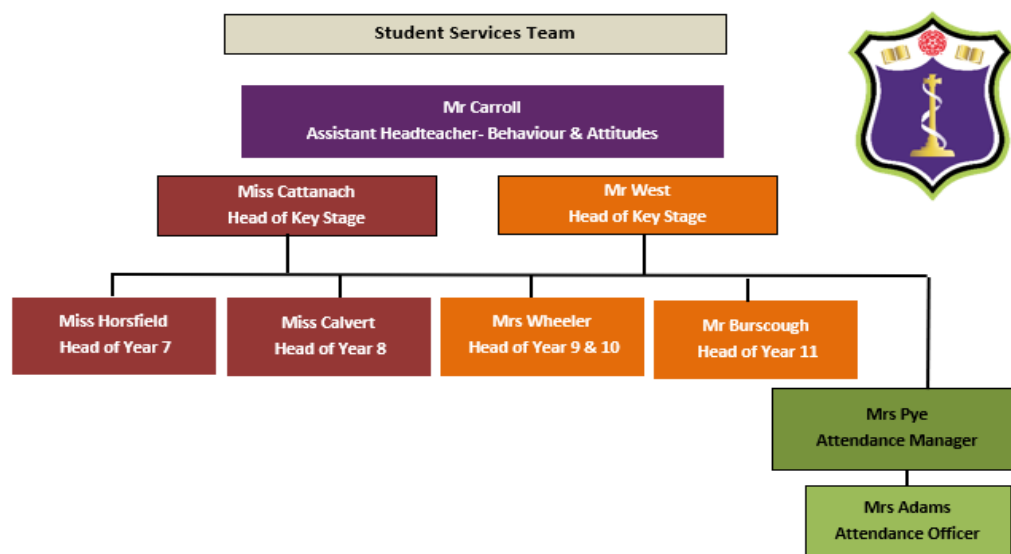


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### Head of Key Stage

Both Mr West and Miss Cattnach will add increased capacity to our student services team (previously referred to as PDC) and will be led by Mr Carroll (Assistant Head for Behaviour and Attitudes). Their roles will entail rewards, attendance, behaviour etc and, as a result, they will lead the relevant Heads of Year in their roles. I hope the visual below shows the structure of the team moving forwards and provides you with greater understanding of who your child may be supported by, as well as who you may contact if you have any worries, concerns or questions.



I appreciate that, in the short term, there may well be further clarity needed about certain roles particularly for students and we intend to provide greater detail within upcoming assemblies. Similarly, I would also like to reassure you that, despite any changes to roles, it does not mean the end of support or care for students, particularly where a strong relationship has developed. I am sure that all colleagues will continue to provide our students with the very best education and support regardless of their job title.

I am excited about the upcoming changes and the impact it will have for all students. However, please do not hesitate to contact us if you have any questions or concerns ([enquiries@wellfieldacademy.org](mailto:enquiries@wellfieldacademy.org)). Thank you for your continued support.

Yours sincerely,

Mr J Lewis  
**Headteacher**