

Staff Roles and Responsibilities | 2018 - 19

Role	Name	Year Group	Responsibilities
Senior Leadership Team			
Headteacher	Mrs K Reading		Whole School Strategic Leadership, Designated Safeguarding Lead, Safeguarding, Policies, Attendance, Governor, Health and Safety, Social Moral Spiritual Cultural, School Values, Outdoor Learning, Community, Vulnerable, Looked After Children – Designated Teacher
Deputy Headteacher	Mrs S McGillivray		Teaching and Learning, Curriculum, Pastoral and Behaviour, Deputy Designated Safeguarding Lead, Support Staff Leader, Assessment, Cover teacher across whole school, Governor, PDL, P4C, RRE, Healthy Schools, Learning Council, Music, Pupil Premium, French
Special Educational Needs & Disabilities Co-ordinator (SENDCo)	Mrs J Dyer	3	Special Educational Needs and Disabilities (SEND), Interventions, MeeMo, EAL, Deputy Designated Safeguarding Lead, Speech & Language, Medical
Phase Leader	Miss R Gregor	4	Lower School Leader (Year 3 & 4), English, NQT Mentor, Deputy Designated Safeguarding Lead, Lime Class
Wider Leadership Team: Year Group Leaders			
Year Group Leader	Mrs M Moore	6	Year 6 Leader, Poplar Class, PE
Year Group Leader	Mr K Sherman	5	Year 5 Leader, Holly Class, Science, Outdoor Education, Evolve, Student Placement
Class Teacher	Miss L Romaine	6	Beech Class, Maths
Class Teachers			
Class Teacher	Miss L Thomas	6	Willow Class
Class Teacher	Mrs S Garside	5	Elm Class, Geography, History, NQT Mentor
Class Teacher	Miss M Batchelor	5	Holly Class
Class Teacher	Miss N Hawkes	4	Maple Class, Computing
Class Teacher	Miss E Youngs	4	Sycamore Class
Class Teacher	Mrs J Nouwens	3	Hazel Class, Art, DT
Class Teacher	Miss C Wright	3	Horse Chestnut Class
Class Teacher	Miss J Beer	3	Oak Class
Class Teacher	Mrs A Sidey	All	Covering classes across the school, School Website, Mental Health, Nurture Group
Class Teacher	Miss R Harman	All	Covering classes across the school, Assemblies, RE, Clubs
Information Communication Technology (ICT)			
ICT Consultant	Miss R Ashton		Day to day problems with Whiteboards, projectors, printers not working. User log ins for PC, Iris, It ordering, Liaising with Harrap or Hants IT, Fixing issues with classroom PCs & Laptops, Junior librarian & iPads, adding & removing staff to network.
Emotional Literacy Support Assistant (ELSA)			
ELSA	Mrs C Pike		ELSA, Deputy Designated Safeguarding Lead
Caretaking			
Caretaker	Mr J Taylor		Health and Safety of Whole Site, Cleaning Supervisor

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Learning Support Assistants (LSAs)			
Learning Support Assistant	Mrs M Page		Nurture Group
Learning Support Assistant	Mrs Howard		LSA, Lunchtime Supervisor, EHCP pupils
Learning Support Assistant	Mrs L Haddington	3	LSA, Senior Lunchtime Supervisor
Learning Support Assistant	Mr L Hickey	3	LSA, Lunchtime Supervisor
Learning Support Assistant	Mrs R Gilbert	3	LSA, Lunchtime Supervisor
Learning Support Assistant	Miss D Thane	4	LSA, Lunchtime Supervisor, Speech and Language Therapy, Governor
Learning Support Assistant	Mrs J Bird	4	LSA, Lunchtime Supervisor
Learning Support Assistant	Miss R Rodgers	5	LSA, Librarian, Lunchtime Supervisor
Learning Support Assistant	Mrs L Ballard	5	LSA
Learning Support Assistant	Mrs P Gerrard	5	LSA, Lunchtime Supervisor
Learning Support Assistant	Miss C Wheeler	6	LSA, Lunchtime Supervisor
Cover Supervisor	Mrs S McDonald	6	PPA Cover, HLTA
Administrative Team			
Business Manager	Mrs L O'Neill		Finance Manager, Personnel, Payroll, SAP, Budget Monitoring, Invoices, Administering of Medicines, First Aid, Line Manager - Office Staff & Caretaker, Overseeing Cleaning, GDPR, Petty Cash, Reception, Parent enquiries
Senior Administrative Officer	Mrs H Hooley		Attendance, Admissions, Leavers, Exclusions, Assessment, Trips, Sims, Sims Reports, (class lists, FSM, SEN, EAL). Fire Officer, Reception, Parent enquiries, First Aid
Senior Administrative Assistant	Mrs L Ballard		Admin Email account, Reception, Health & Safety admin, Training admin, Admissions, Parent enquiries, First Aid, Photocopying, GDPR
Administrative Assistant	Mrs K Rogers		Stock control, buying supplies for class activities, i.e. cooking, science etc. Course bookings, Admin Email account, Office Diary (electronic & paper) Banking, Post, First Aid, Photocopying C.P. Files, Reception
Administrative Assistant	Miss C Marshall		Dinner Money, Debt monitoring, Banking, Setting up Trips and Monitoring payments Tucasi, Recording Attendance, Reception, Parent enquiries, Visitors (checking ID), Asbestos register, Contractors Registers, Clubs, First Aid, Photocopying, Staff access to payslips