

## **Autumn Staffing Structure**

2018-2019

## **HEADTEACHER - Mrs J P Conley**

Assessment, Performance Management – teachers and line managers, Human Resources, Safeguarding Lead, PDMs, SMTs, Teaching and Learning, Staffing, Pupil Premium, Governors, Curriculum, Finance, Buildings and Premises, Website management

## **DEPUTY HEADTEACHER - Mrs C Harkness Part time 0.8**

Safeguarding Deputy, Attendance, CPD, Performance Management – LSAs and HLTAs, Staff well-being, Enrichment, Pastoral support (including behaviour), Day-to-day organisation (timetabling, rotas etc.), Line Manager of LSAs, Quality Mark Champion, SENCO (inclusion), Volunteer Liaison

| CLASS                      | Ility Mark Champion, SENCO (inclusion), \  |   |  |  |  |
|----------------------------|--|---|--|--|--|
| CLASS                      | TEACHER LSA  |   |  |  |  |
| Nursery                    | <b>Kath Makin</b><br>Art/ DT   | Sarah Dineley<br>(Paediatric First Aid)   |  |  |  |
| Reception                  | Sam McKenna EYFS lead TLR Science/ Learning env outdoors                                       | Sue Edwards<br>(Paediatric First Aid)   |  |  |  |
| Year 1                     | Jenny Connor  KS1 lead TLR  English, Phonics learning env indoors.  Debating competitions etc. | Maria Sharples  |  |  |  |
| Year 2                     | Natasha Aslam PE & PSHE, participation in comps and leagues, fitness across school.            | Sue Barrett<br>(Breakfast Club & First Aid)   |  |  |  |
| Year 3                     | Clare Flynn Maths, EVC Children's uni. Clubs and teams with CH                                 | John Fretwell<br>(Breakfast Club)   |  |  |  |
| Year 4                     | Emma Ferguson<br>MfL<br>EAL  | Lisa Potter<br>(Paediatric First Aid)   |  |  |  |
| Year 5                     | Clare Johnston  Music and musical performance, choir, computing                                | Paula Mc Cormack<br>(Defib trained)   |  |  |  |
| Year 6                     | <b>Jessica Melia</b><br>Geography  | Donna Rosario   |  |  |  |
|                            | <b>Lisa Haresnape</b><br>KS2 lead TLR<br>RE & History  | School Council<br>Cover when needed   |  |  |  |
| HLTA                       | Connor Millington  | (Breakfast Club & First Aid) Administration of Medications Co-ordinator. Flexibility to cover leadership and management time. |  |  |  |
| HLTA                       | Karen Ryan   | (First Aid) Attendance with CH/ PPA Flexibility to cover leadership and management time.                                      |  |  |  |
| Admin Officer              | Maureen Kelly  | Budget, payroll, attendance, correspondence,<br>Reception Staff Line manager, purchasing, all<br>other admin, DPLO            |  |  |  |
| Reception staff            | Paula Dudley<br>Janet Monaghan   | Dinner admin, money collection, trips, banking, post, all other admin, Parental liaison                                       |  |  |  |
| GA                         | Eileen Carney  | Website Manager and cookery club  |  |  |  |
| Site Manager               | Steve Conning  | Site safety and management, Liaison with contractors, line manager to cleaners and all other site management tasks            |  |  |  |
| Cleaners                   | Maureen Rusk, Pauline<br>Spruin, Sue Jones & Zahinara<br>Rahman                                | Cleaning throughout the school.<br>Lunchtime supervisors – PS and ZR<br>Breakfast Club – ZR                                   |  |  |  |
| Sickness Absence: S LaHive |  |   |  |  |  |