

STAFF ROLES AND RESPONSIBILITIES

NAME	ROLE	RESPONSIBILITY
Mr Gary Birkett	Headteacher (Senior Leadership Team)	SMSC responsibility and citizenship School Council and full accountability
Ms Fiona Wilson	Deputy Headteacher (Senior Leadership Team)	Continuing Professional Development Health and Safety Co-ordinator
Mrs Margaret Walker	TLR 2 responsibility Year 6 Teacher (Class13) Teacher Governor	Assessment and tracking of pupil progress English/Libraries Creativity across the curriculum
Mrs Heather Lawson	TLR 2 responsibility Year 6 teacher (Class 12)	Assessment and tracking of pupil progress English Primary/Secondary Liaison
Miss Emma Foote	Year 5 Teacher (Class 11)	R.E.
Mrs Kath Steele	Year 5 teacher (Class 10)	Art, Design and Display
Mrs Cheryl Postlethwaite	Year 4 Teacher (Class 9)	Science
Mr Paul Randell	Year 4 Teacher (Class 8)	Physical Education
Mr Ben Charnley	Year 3 Teacher (Class 6)	Mathematics/PE

Miss Lucy Dockeray	Year 3 Teacher (Class 5)	Design Technology & Geography
Mrs Hannah Fletcher	Year 2 Teacher (Badgers Class)	Mathematics
Miss Nicola Foxen	Year 2 Teacher (Otters Class)	English French EYFS/KS1
Mrs Elizabeth Marr-Smith	Year 1 Teacher (Kingfishers Class)	French
Mrs Wendy Southworth	Year 1 Teacher (Owls Class)	History Eco Development
Mrs Kate Nayler	TLR 2 responsibility Reception Teacher (Wrens class)	Early Years PSHE
Mrs Pam Bain	Reception Teacher (Robins class)	Global Development
Mrs Rachel McClure	Teacher (Maternity Leave)	Dance & Drama
Mrs Karen Bremner	Nursery Leader	Nursery
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Mr Mark Laird	Teacher	Computing Educational Visits Co-ordinator
Mrs Sam Sainty	0.7 Special Needs Co-ordinator	Responsible for children with a statement/EHCP and implementation of Code of Practice for children with SEND. Collation of SEN Data and Management of Learning Support Assistants

STAFF ROLES

Additional Support Teachers

Mr Jonathan Harrison	0.33 Music Teacher	Music across the school Choir Assembly/concert support
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Senior Teaching Assistants

Mrs Helen Shuttleworth	Senior Teaching Assistant (SEND)	Assistant to SENCo Support for identified children
Mrs Kerry Vickers	Senior Teaching Assistant Nursery & Reception (Miss Michelle Shaw covering Maternity Leave)	Curriculum support
Mrs Melissa Woodend	Senior Teaching Assistant Nursery & PPA cover	Curriculum support
Mrs Karen Morrow	Senior Teaching Assistant Reception	Curriculum support
Mrs Amy Broome	Senior Teaching Assistant Reception	Curriculum support
Mrs Linda Edwards	Senior Teaching Assistant	Curriculum support
Mrs Jin-Nei Caine	Senior Teaching Assistant Year 1	Curriculum support
Mrs Rita Perkins	Senior Teaching Assistant Year 2	Curriculum support
Mr Callum Wilson	Senior Teaching Assistant Year 2 & PPA Cover	Curriculum support
Mrs Sue Woods	Senior Teaching Assistant Year 3 & PPA Cover	Curriculum support
Mrs Pat Whyte	Senior Teaching Assistant Year 3	Curriculum support KS2 Cross curricular support
Mrs Julie Cregeen	Senior Teaching Assistant Year 4	Literacy/numeracy support

Miss Caroline Rea	Senior Teaching Assistant Year 4	Literacy/numeracy support
Mrs Zoe Carswell	Senior Teaching Assistant Year 5 Library	Curriculum support and responsible for ensuring effective operation of Junior Librarian and library maintenance
Mr Richard Bagnall	Senior Teaching Assistant Year 5	Curriculum support
Miss Paula Price	Senior Teaching Assistant Year 6 and SEND	Literacy/numeracy support and support for identified children
Miss Sue Poole	Senior Teaching Assistant (SEND)	Support for identified children
Mrs Sandra Vacca	Senior Teaching Assistant (SERIS)	Providing emotional resilience for children across the school Support for identified children
Mrs Angela Trelore	Senior Teaching Assistant (SEND and SERIS)	Providing emotional resilience for children across the school Support for identified children
Mrs Dawn Molyneux	Senior Teaching Assistant (SEND)	Support for identified children
Miss Abigail Whittaker	Senior Teaching Assistant (SEND)	Support for identified children
Mrs Lucie Johnson	Senior Teaching Assistant (SEND)	Support for identified children
Miss Gemma Quinn	Senior Teaching Assistant (SEND)	Support for identified children
Mrs Laura Corkill	Modern Apprentice	Nursery Support
Miss Sophie McGerty	Modern Apprentice	Reception Support
Miss Caitlin Wren	Modern Apprentice	Year 1 Support

Administration Staff

Mrs Deborah Burrow	Business Manager (Senior Leadership Team)	Responsible for the management of all financial transactions and maintaining data base HR/Payroll Premises management
Mrs Rosa Greenway	Administrative Assistant	Responsible for record keeping/pupil assessment, policy documentation, school dinner money
Mrs Ann Mutton	Administrative Assistant	Responsible for attendance, photocopying, stock dispersal, collection of money
Miss Eleanor Harvey	Modern Apprentice	Admin Support

Site Manager and Janitor

Mr Shaun Gaskell	Site Manager	Responsible for maintenance and upkeep of the school buildings and environment
Mr Clint Richardson	Janitor	Assisting the Site Manager

Midday Supervisors

Mrs Gail Brennan	Mrs Paula Carradus	Mrs Ann Davies
Mrs Joanne Helliwell	Mrs Jane Riley	Mrs Jayne Simpson
Mrs Susan Smith	Miss Jenna Williams	

ICT Support

Mr Ian Whyte	ICT	Technical Support
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Clerk to Governors

Mrs Kath Benson