

# Holy Trinity CE Primary School

## Staffing Structure & Operational Areas of Responsibility (2018-2019)

| Pamela O'Brien & Jo Griffith (Co-Head Teachers)                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                  |
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| <ul style="list-style-type: none"> <li>Whole School Development</li> <li>Health and Safety</li> <li>Safeguarding &amp; Child Protection</li> <li>Vision &amp; Values - Strategy</li> <li>Admission Arrangements</li> <li>Support for SEND</li> <li>Outcomes for pupils</li> </ul> | <ul style="list-style-type: none"> <li>Performance Management</li> <li>Standards &amp; Progress</li> <li>Leadership &amp; Management</li> <li>Teaching and Learning</li> <li>SIAMS</li> <li>Collective Worship</li> <li>Data analysis</li> </ul> | <ul style="list-style-type: none"> <li>Assessment</li> <li>Data tracking and analysis</li> <li>Feedback and Marking</li> <li>Website</li> <li>Behaviour &amp; safety</li> <li>Computing &amp; Digital Leaders</li> <li>School Council</li> </ul> |
| Governors assigned to specific areas of responsibility Chair: <b>Aileen Boaler</b> Overview                                                                                                                                                                                       |                                                                                                                                                                                                                                                  | LINK GOVERNOR: <b>Mark Lomax</b> (Data & Assessment)                                                                                                                                                                                             |

Clerk to the Governing Body: **Carol Elsasser**

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| Fiona Fargher (SENCO 3.5 days)<br>Anita Titre (ELSA/Nurture)                                                                                                                |
| <b>SEN+D</b>                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>Intervention arrangements</li> <li>Parent liaison</li> <li>Vulnerable groups (provision map pupil premium, EAL, LAC, GnT)</li> </ul> |
| LINK GOVERNORS: <b>Stephanie Hynard &amp; Belle Moss</b> (SEN) Rev Jon & <b>Peter Grover</b> (Safeguarding)                                                                 |

### Curriculum Teams

| <b>Michelle Wallbanks</b> (lower KS2)<br><u><b>Creativity</b></u>                                                                       | <b>Elizabeth Neale</b><br><u><b>Humanities</b></u>                                                                                 | <b>Stacey Harding</b> (upper KS2)<br><u><b>Communication</b></u>                                                                 | <b>Su Tones</b> (EY & KS1)<br><u><b>EYFS</b></u>                                                                                               |
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| <ul style="list-style-type: none"> <li>Mathematics</li> <li>Art &amp; Design</li> <li>Design &amp; Technology</li> <li>Music</li> </ul> | <ul style="list-style-type: none"> <li>Science</li> <li>MFL</li> <li>Geography</li> <li>History</li> <li>PSHE/P4C/ SMSC</li> </ul> | <ul style="list-style-type: none"> <li>English – Reading &amp; Writing (SPaG)</li> <li>Physical Education</li> <li>RE</li> </ul> | <ul style="list-style-type: none"> <li>Forest School</li> <li>Outdoor Learning</li> <li>Curriculum EYFS</li> <li>Collective Worship</li> </ul> |
| Michelle Wallbanks (Teacher)<br><b>Maths, Music</b>                                                                                     | Elizabeth Neale (Teacher)<br><b>History, Geography, MFL</b> (Liz Boyd), <b>P4C</b>                                                 | Stacey Harding (Teacher)<br><b>English, RE, PE</b>                                                                               | Carmel Barnes (Teacher)<br><b>Collective Worship</b><br>Georgie O'Brien (Teacher)                                                              |
| Anna Prince (Teacher) <b>Art &amp; Design</b>                                                                                           | Beth Cullen (Teacher) <b>Science</b>                                                                                               | Hayley Glenister (NQT)                                                                                                           | Tracy Duncan (NNEB EYFS)                                                                                                                       |
| June Puckett (TA KS2)                                                                                                                   | Rhian Hunt (TA KS1)                                                                                                                | Jane Jeremiah (TA KS2)                                                                                                           | Sharon Reader (TA EYFS)                                                                                                                        |
| Fiona Jans (TA KS1)                                                                                                                     | Emma Free (HLTA KS1)                                                                                                               | Janine Bohdjalian (TA KS1)                                                                                                       | Sarah Hing (TA)                                                                                                                                |
| Debbie Marriner (TA KS2)                                                                                                                | Alisa Lazar (TA KS2)                                                                                                               | Yvonne Hunter (TA KS2)                                                                                                           | Tori O'Neill (TA)                                                                                                                              |
| LINK GOVERNOR:<br><b>Belle Moss</b>                                                                                                     | LINK GOVERNOR:<br><b>Tim Fettes</b>                                                                                                | LINK GOVERNOR:<br><b>Reverend Jon</b>                                                                                            | LINK GOVERNOR:<br><b>Peter Grover</b>                                                                                                          |

All teachers will have a responsible area as part of the SDP. The team leader will lead a core subject and the teachers will lead the other subject within the SDP. The whole team will monitor the remainder of the subjects. Core subjects will have a focus each year and other subjects will be prioritised within the SDP after a whole school review.

| <b>Caretaker</b><br><b>Sandra Hill</b>                                                                                                                                                                         | <b>Financial &amp; Safety Manager</b><br><b>Wendy Poulter</b>                                                                                                                                                                               | <b>Administration</b><br><b>Sarah Lawson</b>                                                                                                                                                                                                                             |
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| <ul style="list-style-type: none"> <li>Grounds Maintenance</li> <li>Building Maintenance</li> <li>Cleaning</li> <li>After school opening</li> <li>Site Safety and Security</li> <li>Main key holder</li> </ul> | <ul style="list-style-type: none"> <li>Budget planning</li> <li>Staff wages</li> <li>Purchasing &amp; Sales</li> <li>Caretaker line manager</li> <li>Catering</li> <li>Breakfast club</li> <li>Single Central Record Keeping/DBS</li> </ul> | <ul style="list-style-type: none"> <li>Receptionist</li> <li>Newsletter</li> <li>Pupil administration</li> <li>Admission arrangements</li> <li>General administration &amp; record keeping</li> <li>Attendance records</li> <li>SIMS updates</li> <li>Medical</li> </ul> |
| LINK GOVERNOR: <b>Tim Fettes &amp; Ian Meadows</b>                                                                                                                                                             | LINK GOVERNOR: <b>Barry Aherne</b>                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                          |