

Holy Trinity CE Primary School

Staffing Structure & Operational Areas of Responsibility (2017-2018)

Pamela O'Brien (Head Teacher)	
• Whole School Development • Health and Safety • Safeguarding & Child Protection • Vision & Values - Strategy • Admission Arrangements • Support for SEND • Outcomes for pupils	• Performance Management • Standards & Progress • Leadership & Management • Teaching and Learning • SIAMS • Collective Worship • Data analysis
Governors assigned to specific areas of responsibility Chair: R Pelly & Aileen Boaler Overview	

Val Woods (SENCO 2 days) Anita Titre (ELSA)	Jo Griffith (Deputy Head)
SEN+D • Intervention arrangements • Parent liaison • Vulnerable groups (provision map pupil premium, EAL, LAC, GnT)	Assessment • Data tracking and analysis • Feedback and Marking • Website • Behaviour & safety • Computing & Digital Leaders • School Council
LINK GOVERNOR: Stephanie Hynard/Sue Sleigh	LINK GOVERNOR: Mark Lomax

Curriculum Teams

Michelle Wallbanks KS1	Jo Griffith upper KS2	Stacey Harding lower KS2	Su Tomes
<u>Creativity</u> • Mathematics • Art & Design • Design & Technology • Music	<u>Humanities</u> • Science • MFL • Geography • History	<u>Communication</u> • English - Spelling • Physical Education • PSHE/P4C/ SMSC • RE	<u>EYFS</u> • Forest School • Transition • Outdoor Learning • Curriculum EYFS
Michelle Wallbanks (Teacher)	Jo Griffith (Deputy Headteacher)	Stacey Harding (Teacher)	Sarah Hing (TA EYFS)
Anna Prince (Teacher)	Fiona Fargher (Teacher)	Elizabeth Neale (Teacher)	Tracy Duncan (NNEB EYFS)
Rachel Brown (Teacher)	Jane Jeremiah (TA KS2)	Deborah Donnellan (Teacher)	
June Puckett (TA KS2)	Rhian Hunt (TA KS1)	Sharon Reader (TA KS1)	
Fiona Jans (TA KS1)	Emma Free (HLTA KS1)	Janine Bohdjalian (TA KS1)	
Debbie Marriner (TA KS2)	Alisa Lazar (TA KS2)	Yvonne Hunter (TA KS2)	
LINK GOVERNOR: Belle Moss	LINK GOVERNOR: Tim Fettes	LINK GOVERNOR: Reverend Jon	LINK GOVERNOR: Peter Grover

All teachers will have a responsible area as part of the SDIP. The team leader will lead a core subject and the teachers will lead the other subject within the SDIP. 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 SDIP after a whole school review.

Caretaker Sandra Hill	Financial & Safety Manager Wendy Poulter	Administration Sarah Lawson
• Grounds Maintenance • Building Maintenance • Cleaning • After school opening • Site Safety and Security • Main key holder	• Budget planning • Staff wages • Purchasing & Sales • Caretaker line manager • Catering • Breakfast club • Single Central Record Keeping/DBS	• Receptionist • Newsletter • Pupil administration • Admission arrangements • General administration & record keeping • Attendance records • SIMS updates • Medical
LINK GOVERNOR: Ian Meadows	LINK GOVERNOR: Barry Aherne	

Clerk to the Governing Body: Carol Elsasser