



Holy Trinity CE Primary School

Staffing Structure & Operational Areas of Responsibility (2022-2023)

Heads Team		
Jo Griffith (Head Teacher)	Carmel Barnes (Assistant Headteacher)	Stacey Harding (Assistant Headteacher)
- Safeguarding & Child Protection (DSL) - Whole School Development - Health and Safety - Admission Arrangements - Support for SEND - Outcomes for pupils - Performance Appraisal - Standards & Progress - Leadership & Management - Teaching and Learning - Website - P4C and Growth Mindset - Art Lead	- Safeguarding & Child Protection (DSL) - SIAMS - RE - Collective Worship - Vision & Values - Strategy - Performance Appraisal - MFL - Music - Senior Mental Health Lead	- Safeguarding & Child Protection (DSL) - KS2 Team Leader - Behaviour & Safety - School Council - PTA link - TA Lead - Student Placements - Feedback and Marking - Performance Appraisal - Assessment - Data tracking and Analysis - English Lead
Governors assigned to specific areas of responsibility Chair: Tim Fettes Overview (Aileen Boaler support)		
Clerk to the Governing Board: Carol Elsasser		

Fiona Fargher (SENCO 3.5 days)	Anita Titre (ELSA/Nurture)	Jane Jeremiah (SALT/OT)
SEND		
- Intervention arrangements - Parent liaison - Vulnerable groups (provision map, pupil premium, EAL, LAC)		
LINK GOVERNORS: Jo Taylor (SEN & Wellbeing including Pastoral Hub) Revd Jon Hutchinson & Dolapo Ogunbawo (Safeguarding) and LAC/PLAC and Pupil Premium link		

Subject Leadership				
Su Tomes EYFS & KS1: Outdoor learning, Phonics & Forest School	Stacey Harding (KS2 English). Sophie Sedour (KS1 English) & Tonia Pinkerton (PE) PE, Sport & English	Jo Griffith Art P4C & Growth Mindset	Shirin Ahmed DT	Elizabeth Neale Geography & History (Maths Maternity Cover)
Tilly Winfield Carmel Barnes (Phonics)	Janine Bohdjalian (English) Yvonne Hunter (PE/Sport)	Emma Free Anita Titre (Mindfulness)	Hannah Cross Sharon Reader (Cookery)	Rhian Hunt (Maths) Alisa Lazar (Geography) Sarah Hing (History)
EYFS LINK GOVERNOR: Jo Taylor	ENGLISH and PHONICS LINK GOVERNOR: Andi Williamson	ART LINK GOVERNOR: Jonathan Sharland		MATHS LINK GOVERNOR: Aileen Boaler GEOGRAPHY LINK GOVERNOR: Jo Steel

Subject Leadership				
Carmel Barnes Collective Worship, RE & Music	Janelle Rhodes Science	Liz Boyd MFL	Sophie Sedour Computing	Fiona Fargher RSHE & PSHE
Beth Bennett (RE) Tori O'Neill (Music)	Jane Jeremiah	Carmel Barnes	Yvonne Hunter & Jo Griffith	June Puckett Anita Titre
RE & CW LINK GOVERNOR: Barry Aherne	Link Governors based on SDP priorities for 2022-2023			

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/finance - Staff wages - Purchasing & Sales - Caretaker line manager - Catering - Breakfast club - Single Central Record Keeping/DBS - Lettings		- Receptionist - Newsletter - Pupil administration/attendance - Admission arrangements - General administration & record keeping - Club liaison - SIMS updates - Medical	
LINK GOVERNOR for H&S: Tim Fettes		LINK GOVERNOR: Barry Aherne		LINK GOVERNOR for ADMISSIONS: Andi Williamson	