

# Staff Roles and Responsibilities

Please note, all staff are addressed by their first names.

Job Title	Who?	Responsibilities
Executive Headteacher	Abi Misselbrook-Lovejoy	See responsibilities matrix below.
SLT member		
Our Head Of School - Achievement and Inclusion	Helen Bennett	See responsibilities matrix below.
SLT member		
Deputy Headteacher- Teaching and Learning	Jessica Beesen-Smith	See responsibilities matrix below.
SLT member		
Assistant Headteacher Upper phase	Cheska Tyler	See responsibilities matrix below.
SLT member		
Assistant Headteacher Lower phase	Nicola Andrews	See responsibilities matrix below.
SLT member		
English Leader SLT member	Carmel Old	See responsibilities matrix below.
Business Manager	Sue Cross	Line manager of Admin Officers and Resource Manager, School operations, Budget, Safer recruitment
Senior Admin Officer	Esther Roach	To manage the School's admin office and provide an efficient and confidential secretarial service to the Headteacher, ensuring efficient administrative and financial systems are established and maintained.
Admin Officer	Linda Miller	SIMS, dinner books, Adult lunch booking, attendance, Purple book letters, late children, school uniform, word processing

Premises Manager	Terry Hayes	Premises, Health and Safety of site, contracts liaison, statutory compliance.
Resource Manager	Edward Foster-Aileru	Resource Management across the school, Resource provision for teaching and learning, maintenance of internal communal environments,
Data Officer	Kareene Lewis	SIMS and Data officer, TFL bookings
Clubs Manager	Caroline Gartan	
After School Club Worker	Meno Furtardo	
After School Club Worker	Andrea Johnson	
Breakfast Club Worker	Rosemarie Foster	
Teacher	Emma O'Donoghue	Class Teacher Year 6 Ash Tree
Teacher	Musa Campbell	Class Teacher Year 6 Cedar Tree
Teacher	Rosa Treveni	Class Teacher Year 5 Mulberry Tree
Teacher	Alex Britten	Class Teacher Year 5 Elm Tree
Teacher	Freddy Bates	Class Teacher Year 4 Willow
Teacher	Maisie McGurk	Class Teacher Year 4 Rowan Tree
Teacher	Frances Oligbo	Class Teacher Y3 Palm Tree
Teacher	Isabelle Heaton	Class Teacher Year 3 Silverbirch Tree
Teacher	Joseph Vincent	Class Teacher Year 2 Pine Tree
Teacher	Chloe Lister	Class Teacher Year 2 Maple
Teacher	Amy Underwood	Class Teacher Year 1 Oak
Teacher	Samantha Choma	Class Teacher Year 1 Holly Tree
Teacher	Charlotte Dacanay-Buyson	Class Teacher Reception Sycamore Tree
Teacher	Hannah Williams	Class Teacher Reception Beech Tree
Lead Practitioner 2YO	Hannah Alfred	Cherry Class
HLTA Team Leader Y3/4	Simon Stanley-Ward	Cover for teaching staff, line manager to T/As in 3 and 4, leading interventions
HLTA	Sam Kelly	PPA P.E. (Wednesday to Friday)

CLT Member		Cover on Monday and Tuesday
HLTA Team Leader Y2/1	Fiona McAlary	Cover for teaching staff, line manager to T/As in 1 and 2, leading interventions
Computing Leader CLT Member	Donna Shah	Computing Leader ICT PPA (Wednesday to Friday) LBI consultant for Computing on Tuesdays
Teacher CLT Member	Harriet Stobart	Music Teacher Mon, Tues and Wed am
Learning Mentor	Jennifer Slocombe	Pastoral support, delegated interventions, 1 to 1, group and in class support
Home School Worker	Parul Monnan	Attendance, Admissions, Home visits. Mon, Tues and Wed pm
Teaching Assistant	Lisa Burton	Midday Meals supervisor(Senior) Breakfast Club worker
Teaching Assistant	Marie Young	
Teaching Assistant	Wendy Mautadin	
Teaching Assistant	Marcia Carey	Breakfast Club Leader
Teaching Assistant	Veronique Otshudi	
Teaching Assistant	Carrie-Ann Miller	Midday Meals supervisor(Senior)
Teaching Assistant	Elisha Precilla	
Teaching Assistant	Janet Long	HLTA with Specialist Responsibility for MFL- Spanish. Mon, Tues and Wed am
Teaching Assistant	Alice Norfield	
Teaching Assistant	Niquelle Latouche	
Teaching Assistant	Mica Benjamin	
Teaching Assistant	Abisola Balogun	
Teaching Assistant	Alex Richards	
Teaching Assistant	Sophie Barns	
Teaching Assistant	Lucy Trickett	
Senior Nursery Nurse	Charlene Edwards	
Nursery Nurse	Janine Hark	

Teaching Assistant	Shabeena Mohammed	
Teaching Assistant	Jamal Williams	
Midday Meals Supervisor	Kelly Mortimer	
Midday Meals Supervisor	Tracey Hellery	Breakfast Club Worker
Midday Meals Supervisor	Asmie Kumanova	
Midday Meals Supervisor	Jaswinder Kaur	
Midday Meals Supervisor	Rupinder Bhakerd	
Midday Meals Supervisor	Sheptime Ismaili	
Midday Meals Supervisor	Andrea Johnson	

## NGPS SLT Responsibilities Matrix February 2018

	<b>Abi</b>	<b>Helen</b>	<b>Jess</b>	<b>Cheska</b>	<b>Nicola</b>	<b>Carmel</b>	<b>Sue</b>
	<b>Executive Head</b>	<b>Head of School</b>	<b>Deputy Head</b>	<b>Assistant Head</b>	<b>Assistant Head</b>	<b>AHT English</b>	<b>SBM</b>
Days at NG	Mon, Wed, alternate Fridays	All days	All days	All days	All days	All days	All days
Appraisal and line management	Sue, Helen, Jess,	Jen, Nicole, Nicola, Cheska, Carmel	Sam, Donna, Harriet, Janet, Subject leaders (except Maths/Eng) Caroline	Upper Phase	Lower Phase	Simon, Carrie Ann and Fiona, Lisa(SMMS) and Cover Supervisor	Terry, Office team, all contracts
<b>Strategic lead areas</b>	Governance HR Recruitment Budget Admissions Strategic direction and evaluation Deputy DSL	Deputy DSL Pastoral Team SEND Cover management Liaison with external Agencies Attendance Standards overall(line management of Core Subjects/Phases)	Designated Safeguarding Lead  CPD of Teaching Staff (TLC half termly-peer obs termly) Subject Leadership Quality of Teaching and its triangulation Teacher training links and Roehampton student placements link NQTs x2 as mentor(Hannah and Isabelle) ASC BC(Line manage CG)	Deputy DSL  Maths Leader across whole school Quality of teaching in phase Quality of Learning Envts Quality of Learning Envts PPR for phase Behaviour in phase Phase Phase Assemblies Tue, Thur Assessment in the phase  CPD log for phase, and fortnightly TL updates for SLT	Deputy DSL  Quality of teaching in phase Quality of Learning Envts PPR for phase Behaviour in Phase Phase Phase assemblies M, W Assessment in the phase  CPD log for phase, and fortnightly TL updates for SLT	English Leader whole school(SPAG, handwriting, reading, phonics, writing)  Link for Ed. visits for the phases  English teaching support and standards interventions in Y2 and Y6  CPD of Support Staff and CPD logs	*Contract review and negotiations *Lettings *Finance and payroll Fundraising *Premises and Statutory HS compliance *Project Management around building, HR or finance *Office business systems, calendar and monitoring *Smooth running of all non-teaching related operations *HR matters at non critical level *Website/PR *First aid and medical

<b>Location</b>	Primrose office	Bluebell office	Foxglove office	Honeysuckle office	Honeysuckle office	Elderflower office	SBM office
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