

# Staff Roles and Responsibilities

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

Job Title	Who?	Responsibilities
Executive Headteacher SLT member	Abi Misselbrook-Lovejoy	See responsibilities matrix below.
Head of School SLT member	Mairead McDonnell	See responsibilities matrix below.
Deputy Headteacher- Achievement and Inclusion SLT member	Helen Bennett	See responsibilities matrix below.
Deputy Headteacher- Teaching and Learning SLT member	Jessica Beesen-Smith	See responsibilities matrix below.
Assistant Headteacher Upper phase SLT member	Cheska Tyler	See responsibilities matrix below.
Assistant Headteacher Lower phase SLT member	Nicola Andrews	See responsibilities matrix below.
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

Admin Officer	Linda Miller	SIMS, dinner books, Adult lunch booking, attendance, Purple book letters, late children, school uniform, word processing
Admin Officer	Leah Ray	Word processing, late children, text messaging, after school clubs, TFL bookings
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 Trim	SIMS and Data officer
Clubs Manager	Caroline Gartan	
After School Club Worker	Meno Furtardo	
After School Club Worker	Andrea Johnson	
Breakfast Club Worker	Rosemarie Foster	
Teacher	Agnes Adamczuk	Class Teacher Nursery Apple Tree
Teacher	Emma O'Donoghue Musa Campbell	Class Teacher Year 6 Cedar Tree (MTW) Class Teacher Year 6 Cedar Tree (TF)Trainee
Teacher	Rosa Treveni	Class Teacher Y5 Mulberry Tree
Teacher	Frances Oligbo	Class Teacher Y3 Palm Tree
Teacher	Joseph Vincent	Class Teacher Year 2 Pine Tree
Teacher	Maisie McGurk	Class Teacher Year 4 Rowan Tree
Teacher	Chloe Lister	Class Teacher Year 3 Silverbirch Tree
Teacher	Amy Underwood	Class Teacher Year 1 Oak
Teacher	Deb McCormick	Class Teacher Year 4 Willow AD and DT Leader
CLT Member		
Teacher CLT Member	Stephen Chappell	Class Teacher Year 6 Ash History and Geography Leader
Teacher CLT Member	Annie Adegoke	Class Teacher Year 2 Maple SMSC Leader
Teacher	Brenna Collins	Class Teacher Year 1 Holly Tree
Teacher	Alex Britten	Class Teacher Year 5 Elm Tree

Teacher	Katy Devlin	Class Teacher Reception Sycamore Tree
Teacher	Charlotte Dacanay-Buyson	Class Teacher Reception Beech Tree
Lead Practitioner 2YO	Parul Monnan	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  CLT Member	Sam Kelly	PPA P.E. (Wednesday to Friday) 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
HLTA Team Leader Y5/6 (MTW)	Musa Campbell	Cover for teaching staff, line manager to T/As in 5 and 6, 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 M, T and W AM
Learning Mentor	Jennifer Slocombe	Pastoral support, delegated interventions, 1 to 1, group and in class support
Home School Worker	Nicole Jolly	Attendance, Admissions, Home visits
Teaching Assistant	Lisa Burton	Midday Meals supervisor(Senior) Breakfast Club worker
Teaching Assistant	Ashley Davidson	
Teaching Assistant	Marie Young	
Teaching Assistant	Marcia Carey	Breakfast Club Leader
Teaching Assistant	Daniel Brearley	
Teaching Assistant	Carrie-Ann Miller	Midday Meals supervisor(Senior)
Teaching Assistant	Montana Marlow	
Teaching Assistant	Janet Long	HLTA with Specialist Responsibility for MFL- Spanish.

Teaching Assistant	Sancia Da Costa	
PE Specialist Teaching Assistant	Maxwell Takyi	
Teaching Assistant	Joy Laing-Buisson	
Teaching Assistant	Mica Benjamin	
Teaching Assistant	Tsikai Shire	
Teaching Assistant	Josephine Roughneen	
Teaching Assistant	Connie Hunter	
Teaching Assistant	Yasmin Begum	
Teaching Assistant	Jane Owusu	
Teaching Assistant	Robert Mead	
Senior Nursery Nurse	Charlene Edwards	
Nursery Nurse	Carly Whitehead	
Nursery Nurse	Janine Hark	
Teaching Assistant	Shabeena Mohammed	
Midday Meals Supervisor	Denise Cassell	
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	Narim Asim	
Midday Meals Supervisor	Sheptime Ismaili	
Midday Meals Supervisor	Andrea Johnson	

## NGPS SLT Responsibilities Matrix February 2017

	<b>Abi</b>	<b>Mairead</b>	<b>Helen</b>	<b>Jess</b>	<b>Cheska</b>	<b>Nicola</b>	<b>Carmel</b>
	<b>Executive Head</b>	<b>Head of School</b>	<b>Deputy Head</b>	<b>Deputy Head</b>	<b>Assistant Head</b>	<b>Assistant Head</b>	<b>English Lead</b>
Days at NG	Mon, Wed, alternate Fridays	Monday, Tuesday, Thursday, Friday	All days	All days	All days	All days	All days
Appraisal and line management	Sue, Helen, Jess, Mairead,	Cheska, Nicola, Carmel, Caroline	Simon, Musa(HLTA Role), Jen, Fiona, SMMS, Parul	Sam, Donna, Harriet, Janet, Subject leaders (except Maths/Eng)	Upper Phase <b>Teaching 0.2</b>	Lower Phase <b>Teaching 0.2</b>	<b>Teaching 0.2</b>
<b>Strategic lead areas</b>	Governance HR Recruitment Budget Admissions Strategic direction and evaluation	Child Protection(first on call) Pastoral Team Assessment and standards Daily school operations Virtual School ASC BC	Child Protection(second on call) Pastoral Team SEND CPD of Support Staff Cover management Liaison with external Agencies Attendance	CPD of Teaching Staff Curriculum Subject Leadership Quality of Teaching and its triangulation Teacher training links and Roehampton student placements link NQTs x2 as mentor	Maths Leader across whole school Quality of teaching in phase Quality of Learning Envt PPR for phase Behaviour in phase Phase Assemblies Tue, Thur Assessment in the phase Cover LKS2 NQT	Quality of teaching in phase Quality of Learning Envt PPR for phase Behaviour in Phase Phase assemblies M, W 2 Yr old provision set up Assessment in the phase Cover KS1 NQT	English Leader whole school(SPAG, handwriting, reading, phonics, writing) Link for Ed. visits for the phases Cover UKS2 NQT, and NQT mentor to UKS2 NQT English teaching support and standards interventions in Y2 and Y6
<b>Location</b>	Primrose office	Elderflower office	Bluebell office	Foxglove office	Honeysuckle office	Honeysuckle office	Y6 group room