

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. Maternity Leave 2018/19
Assistant Headteacher Upper phase SLT member	Cheska Tyler	See responsibilities matrix below.
Assistant Headteacher Lower phase SLT member	Nicola Andrews	See responsibilities matrix below.
Assistant Headteacher Middle Phase SLT member	Carmel Old	See responsibilities matrix below.

Senior Admin Officer	Esther Roach	Daily operations, invoicing,
Admin Officer	Linda Miller	Ordering, reception
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	Extra- curricular clubs, out of hours childcare manager
After School Club Worker	Meno Furtardo	
Breakfast Club Worker	Rosemarie Foster	
Lead Practitioner – early Years	Hannah Alfred	Class Teacher Cherry Tree – 2 Year olds
Class Teacher	Agnes Adamczuk	Mat leave until Jan 2019
Class Teacher	Harriet Stobart	Class Teacher until Dec 2018
Class Teacher	Charlotte Dacanay-Buyson	
Class Teacher	Hannah Williams	
Class Teacher	Samantha Choma	
Class Teacher	Maisie McGuirk	
Class Teacher	Chloe Atkinson	
Class Teacher	Chloe Lister	Science Leader & NQT Mentor
Class Teacher	Isabelle Heaton	
Class Teacher	Alex Britten	
Class Teacher	Freddy Bates	
Class Teacher	Musa Campbell	
Class Teacher	Maya Beigum	
Class Teacher	Debs McCormick	
Class Teacher	Rosa Treveni	Maths Leader

Class Teacher	Emma O'Donoghue	NQT Mentor
Senior Nursery Nurse	Charlene Edwards	
HLTA Team Leader 1,2,3	Fiona McAlary	Cover for teaching staff, line manager to T/As in 1 and 2, leading interventions
HLTA Team Leader 4,5,6	Carrie-Ann Miller	
PE Leader	Sam Kelly	PE. PPA P.E. (Wednesday to Friday) Cover on Monday and Tuesday
Computing Leader	Donna Shah	
Music Leader	Simon Stanley Ward	M, T and W AM
Spanish Leader	Janet Long	Spanish Leader M, T, W AM
Art and Design/DT Leader	Kate Halsall	
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
Teaching Assistant	Lisa Burton	Midday Meals supervisor(Senior) Breakfast Club worker
Teaching Assistant	Marie Young	
Teaching Assistant	Marcia Carey	Breakfast Club Leader
Teaching Assistant	Gemma Wedderburn	
Teaching Assistant	Samantha Jones	
Nursery Nurse	Janine Hark	
Teaching Assistant	Shabeena Mohammed	
Teaching Assistant	Evie Cordery Smith	
Teaching Assistant	Louise Simmons	
Teaching Assistant	Morgan Boon	
Teaching Assistant	Eleanor Webber	
Teaching Assistant	Sannah Rafiq	

Cover Supervisor	Alex Richards	
Cover Supervisor	Alice Norfeld	
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	Sheptime Ismaili	
Midday Meals Supervisor	Andrea Johnson	

NGPS SLT Responsibilities Matrix 2018/2019

	Abi	Mairead	Helen	Cheska	Nicola	Carmel
	Executive Head	Head of School	Deputy Head	Assistant Head	Assistant Head	Assistant Head
Days at NG	Mon, Wed, alternate Fridays	All days	All days	All days	All days	All days
Appraisal and line management	Sue, Mairead, Helen Jo, Natascha, Ciara	Cheska, Carmel, Caroline Subject Specialists	Nicola, Carrie Ann, Alice, Alex, Lisa, Jen, Fiona	Teachers in 4,5,6 Edward	Teachers in EY, Y1, Parul, Charlene	Teachers in Y2 and Y3
Strategic lead areas	Governance HR Recruitment Budget Strategic direction and evaluation HT FZ link Schools Forum	Safeguarding - DSL Standards and quality of teaching overall Subject Specialists Governance- Standards and CFC committee Assessment ASC/BC Strategic lead on CPD for teaching staff Pastoral	Deputy DSL CPD of support staff Aspiring Teacher Scheme Behaviour and Pastoral Admissions SEND PP Cover management External agency liaison	Deputy DSL Quality of teaching in phase Quality of Learning Envts PPR for phase Behaviour in phase Assessment in the phase CPD log for phase, and fortnightly TL updates for SLT Marking project, and middle leaders and experienced teacher project Targeted teaching TAp scheme link Coach temp Maths lead.	Deputy DSL Quality of teaching in phase Quality of Learning Envts PPR for phase Behaviour in Phase Targeted teaching Assessment in the phase CPD log for phase, and fortnightly TL updates for SLT Attendance Harriet NQT mentor EY SEND	English Leader whole school (SPAG, handwriting, reading, phonics, writing) Link for Ed. visits for the phases- developing SAO Quality of teaching in phase Quality of Learning Envts PPR for phase Behaviour in Phase Targeted teaching FZ DHT/AHT link Coach for English assistant