

**WORLINGHAM CEVC PRIMARY SCHOOL
STAFF RESPONSIBILITIES
2019/2020**

TEACHING STAFF		
NAME	ROLE	RESPONSIBILITIES
Mr Ian Page	Interim Headteacher	Teaching and Learning Lead Assessment and Curriculum support Designated Safeguarding Alternate Performance Management Coordinator
Mr Matthew Brown	Deputy Headteacher Year 5/6 Class Teacher	Designated Safeguarding Lead (DSL) Assessment Coordinator Curriculum Coordinator Joint Maths Subject Lead
Mr Brynn Eden	Year 5/6 Class Teacher Year 3/4 Class Teacher	Gifted and Talented Children Lead Music Subject Lead
Miss Kerry Bradley	Year 5/6 Class Teacher	NQT
Mr Andrew Winkworth	Year 5/6 Class Teacher	PE Subject Lead Music/Collective Worship Support
Mr Don Marchand	Year 5/6 Class Teacher	Geography Subject Lead History Lead School Council
Mrs Wendy Jennings	Year 3/4 Class Teacher	SENDCO Designated Safeguarding Alternate English Subject Lead Staff Governor
Miss Bethany Cleghorn	Year 3/4 Class Teacher	Foreign Languages
Miss Amber Stevenson	Year 3/4 Class Teacher	Science Subject Lead
Mr Richard Idle	Year 2 Class Teacher	Joint Maths Subject Lead
Mrs Michelle Wood	Year 2 Class Teacher	RE Subject Lead Collective Worship Lead
Miss Katie Appleton	Year 1 Class Teacher	NQT
Mrs Louise Donovan	Year 1 Class Teacher	Design and Technology Subject Lead Phonics Lead Joint Science Lead (KS1)
Miss Claire Howard	Early Years Foundation Stage Class Teacher	Early Years Foundation Stage Lead Forest School Lead
Miss Robyn Pearce	Early Years Foundation Stage Class Teacher	NQT

TEACHING ASSISTANTS		
NAME	ROLE/S	RESPONSIBILITIES
Mrs Lesley Bickers	Higher Level Teaching Assistant	Class Cover ICT PPA Online Safety Computing
Mrs Lynda Morgan	Teaching Assistant/HLTA	Class Support EYFS & KS1 Dance PPA
Mrs Sonja Brooks	Teaching Assistant/HLTA	Class Support KS1 Reading Booster EYFS PPA
Mrs Judith Leuenberger	HLTA	Art PPA
Mrs Sam Hart	Teaching Assistant	Class Support Phonics Booster KS1 PPA
Mr Daniel Baker	Higher Level Teaching Assistant	Class Cover Drama PPA
Mrs Joanne Chatten	Teaching Assistant	Class Support
Mrs Sarah Brennan	Teaching Assistant/HLTA	Class Support Music PPA
Mrs Amanda Brooks	Teaching Assistant	Class Support
Mrs Elaine Day	Teaching Assistant	Class Support
Mrs Emma Muttitt	Teaching Assistant	Class Support
Mrs Diane Buckingham	Teaching Assistant	SEN Support Function Refreshment Coordinator
Mrs Katherine Aitken	Teaching Assistant	1:1 Support
Mrs Gillian Wright	Teaching Assistant	Class Support
Mrs Juliette Head	Teaching Assistant	Class Support/Library
Mrs Deborah Vaughan	Teaching Assistant	Class Support/Library
Mrs Clare Williams	Teaching Assistant	1:1 Support
Mrs Emily Sayles	Teaching Assistant	Class Support
Mrs Kirsty Mayall	Teaching Assistant	Class Support
Mrs Helen Aldridge	Casual Teaching Assistant	EYFS Tapestry
Mrs Kate Watson	Teaching Assistant	Class Support

OFFICE STAFF AND COMPUTING		
NAME	ROLE	RESPONSIBILITIES
Mrs Lisa Hughes	Bursar	Finance Administration Personnel Lettings Premises GDPR
Mrs Kim Gill	Office Administrator	General Administration Duties Admissions Attendance
Mrs Anne Stevenson	Administration Assistant	Office Clerical Support Newsletter (fortnightly)
Mr Simon Bickers	ICT Technician	ICT Technical Support

PREMISES STAFF		
NAME	ROLE	RESPONSIBILITIES
Mr Kevin Copeman	Caretaker/MDSA	General Maintenance General Cleaning Lettings Keyholder Opening & Closing of School
Mrs Anne Turner	Keyholder/Cleaner	General Cleaning Lettings Keyholder
Mrs Sue Thacker	Cleaner	Cleaning Staff Lead General Cleaning
Mrs Danielle Hensley	Cleaner	General Cleaning
Miss Maria Hawes	Cleaner	General Cleaning
LUNCHTIME SUPERVISORS		
NAME	ROLE	RESPONSIBILITIES
Mrs Isobel Mison	Senior Lunchtime Supervisor	Organise Lunchtime Supervisors Supervise Children at Lunchtimes Squirrels Supervisor
Mrs Joanne Perrin	Playleader/Midday Supervisor	Organise play-leaders Lunchtime Supervision Squirrels Supervisor
Mrs Diane Buckingham	MDSA	Lunchtime Supervision Squirrels Supervisor
Mrs Lisa Stewart	MDSA	Lunchtime Supervision
Miss A Sannerude	MDSA/Relief Cleaner	Lunchtime Supervision Relief Cleaner
Mrs Emma Bowen	MDSA	Lunchtime Supervision
Mrs Lucy McMahon	MDSA	Lunchtime Supervision
Mr Kevin Copeman	MDSA	Lunchtime Supervision
Mrs Amanda Prettyman	MDSA	Lunchtime Supervision
Mrs Hayley Turner	MDSA	Lunchtime Supervision
Mrs Kim Clark-Blyth	MDSA	Lunchtime Supervision
Mrs Cheryl Lewis	MDSA	Lunchtime Supervision
Mrs J Crisp	Relief MDSA	Lunchtime Supervision
KITCHEN STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Karen Chalk	Cook in Charge	Day to Day running of Kitchen
Mrs Jennie Mathews	Kitchen Assistant	Support Cook in Charge
Mrs Sue Thacker	Kitchen Assistant	Support Cook in Charge