

Worlingham CEVC Primary School

Staff Responsibilities 2020/21

TEACHING STAFF		
NAME	ROLE	RESPONSIBILITIES
Mr Paul Seeman	Headteacher	Teaching and Learning Lead Assessment and Curriculum Support Alternate DSL
Mr Matthew Brown	Deputy Headteacher Y5/6 Teacher – Blackbirds	Designated Safeguarding Lead (DSL) Assessment Co-ordinator Curriculum Co-ordinator Support Staff Co-ordinator <i>RE Subject Co-ordinator</i> Maths Subject Support
Mr Andrew Winkworth	Y5/6 Teacher – Eagles (UPS)	PE Subject Co-ordinator Music Subject Support Collective Worship Support
Mr Don Marchand	Y5/6 Teacher – Owls (UPS)	Key Stage 2 Leader History Subject Co-ordinator Geography Subject Co-ordinator Alternate DSL
Mrs Wendy Jennings	Y3/4 Teacher – Song Thrushes (UPS)	SENDCo Pastoral Lead Alternate DSL PSHE/RSE Subject Co-ordinator Mental Health THRIVE Lead Support Staff Co-ordinator Intervention Co-ordinator Staff Governor School Council English Subject Support
Miss Amber Stevenson	Y3/4 Teacher – Swifts	Science Subject Co-ordinator
Miss Beth Cleghorn	Y3/4 Teacher – Swallows	Languages Subject Co-ordinator
Mrs Emily Hunt	Y3/4 Teacher – Song Thrushes	Languages Subject Support School Council Support
Mr Brynn Eden	Y5/6 Teacher – Blackbirds & PPA (UPS)	Music Subject Co-ordinator
Mrs Michelle Wood	Y2 Teacher – Wrens (UPS)	English Subject Co-ordinator RE Subject Support Collective Worship Lead
Mr Richard Idle	Y2 Teacher – Goldfinches (UPS)	Maths Subject Co-ordinator
Mrs Louise Donovan	Y1 Teacher – Robins	DT Subject Co-ordinator Science Subject Support
Miss Katie Appleton	Y1 Teacher – Wagtails	DT Subject Support
Miss Claire Howard	EYFS Teacher – Kingfishers (UPS)	Key Stage 1 and EYFS Leader Forest School Lead Art Subject Co-ordinator Alternate DSL
Miss Robyn Pearce	EYFS Teacher – Greenfinches	Geography Subject Support

TEACHING ASSISTANTS		
Name	Role	Responsibilities
Mrs Lesley Bickers	HLTA	Computing Subject Co-ordinator Computing PPA Online Safety Lead Class Cover & Support
Mrs Lynda Morgan	TA/HLTA	EYFS/KS1 Dance PPA Class Support
Mrs Sonja Brooks	TA/HLTA	EYFS PPA Class Support KS1 Reading Booster
Mrs Judith Leuenberger	HLTA	Art PPA Art Subject Support
Mrs Sam Hart	TA/HLTA	KS1 PPA Class Support Phonics Booster
Mr Daniel Baker	HLTA	Class Cover & Support
Mrs Joanne Chatten	TA	Class Support
Mrs Sarah Brennan	TA/HLTA	KS1 PPA Class Support
Mrs Amanda Brooks	TA	Class Support
Mrs Elaine Day	TA	Class Support
Mrs Emma Muttitt	TA	Class Support THRIVE
Mrs Diane Buckingham	TA	Class Support Function Refreshment Co-ordinator
Mrs Gillian Wright	TA	Class Support
Mrs Juliette Head	TA	Class Support/Library
Mrs Deborah Vaughan	TA	Class Support/Library
Mrs Clare Williams	TA	1:1 Support
Mrs Emily Sayles	TA	Class Support THRIVE
Mrs Kirsty Mayall	TA	Class Support
Mrs Helen Aldridge	Casual TA	EYFS Tapestry
Mrs Kate Watson	TA	Class Support

ADMINISTRATIVE SUPPORT		
Name	Role	Responsibilities
Mrs Lisa Hughes	Bursar	Finance Personnel Lettings Premises/Health and Safety GDPR
Mrs Kim Gill	Office Administrator	Admissions Attendance General Administration
Mrs Anne Stevenson	Administrative Assistant	Office Clerical Support Newsletter
Mr Simon Bickers	ICT Technician	IT Technical Support Long Term IT Plan

PREMISES STAFF		
Name	Role	Responsibilities
Mr Kevin Copeman	Caretaker	General Maintenance General Cleaning Lettings Keyholder Opening and Closing of School
Mrs Anne Turner	Cleaner	Lettings Keyholder
Mrs Sue Thacker	Cleaner	Cleaning Staff Lead General Cleaning
Mrs Danielle Hensley	Cleaner	General Cleaning
Miss Maria Hawes	Cleaner	General Cleaning
Mrs Katie Kingery	Cleaner	General Cleaning

LUNCHTIME SUPERVISORS		
Name	Role	Responsibilities
Mrs Isobel Mison	Senior MDSA	Co-ordinate MDSAs Lunchtime Supervision
Mrs Joanne Perrin	MDSA Play Leader	Lunchtime Supervision Organise Play Leaders
Mrs Diane Buckingham	MDSA	Lunchtime Supervision
Mrs Lisa Stewart	MDSA	Lunchtime Supervision
Mrs Emma Bowen	MDSA	Lunchtime Supervision
Mrs Lucy McMahan	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 Maxine Gibbs	MDSA	Lunchtime Supervision
Miss Jade Tuthill	MDSA	Lunchtime Supervision
Mrs Z Chambers	MDSA	Lunchtime Supervision
Mrs C Moore	MDSA	Lunchtime Supervision

KITCHEN STAFF		
Name	Role	Responsibilities
Mrs Karen Chalk	Cook-in-Charge	Overall Kitchen
Mrs Jennie Matthews	Kitchen Assistant	Kitchen Support
Mrs Sue Thacker	Kitchen Assistant	Kitchen Support

SQUIRRELS STAFF		
Name	Role	Responsibilities
Mrs Dianne Buckingham	Squirrels Co-ordinator	Co-ordinate Squirrels Squirrels Supervision
Mrs Isobel Mison	Squirrels Supervisor	Squirrels Supervision
Mrs Joanne Perrin	Squirrels Supervisor	Squirrels Supervision
Miss Megan Gill	Squirrels Supervisor	Squirrels Supervision
Mrs Hayley Turner	Squirrels Supervisor	Squirrels Supervision