

Worlingham CEVC Primary School
STAFF RESPONSIBILITIES 2023/2024

TEACHING STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Holly Marchand	Headteacher	Teaching and Learning Lead Assessment and Curriculum Support Alternate DSL Collective Worship Lead Pupil Premium Lead School Council Lead Designated Teacher for Children in Care SEND Support
Mr Matthew Brown	Deputy Headteacher Y5/6 Teacher Blackbirds	Designated Safeguarding Lead (DSL) Online Safety Lead Assessment Co-ordinator Curriculum Co-ordinator Support Staff Co-ordinator RE Subject Co-ordinator Maths Subject Support
Mr Don Marchand	Y5/6 Teacher Owls	History Subject Co-ordinator Geography Subject Support English Subject Support Alternate DSL
Mr Richard Idle	Y5/6 Teacher Eagles	Maths Subject Co-ordinator PE Subject Support
Mr Brynn Eden	Y5/6 Teacher Blackbirds	Music Subject Co-ordinator Art Subject Support Gifted and Talented Lead
Mrs Wendy Jennings	Y3/4 Teacher Song Thrushes	SEND Co-ordinator Pastoral Lead PSHE/RSHE Joint Subject Co-ordinator Support Staff Co-ordinator Intervention Co-ordinator Alternate DSL
Miss Amber Stevenson	Y3/4 Teacher Swifts	Science Subject Co-ordinator Languages Subject Support ECT Mentor
Miss Beth Cleghorn	Y3/4 Teacher Swallows	PE Subject Co-ordinator Computing Subject Support
Miss Emily Hunt	Y3/4 Teacher Song Thrushes	MFL Subject Co-ordinator Art Subject Support
Miss Lauren Rush	Y3/4 Teacher Skylarks	ECT
Mrs Michelle Wood	Y2 Teacher Wrens	English Subject Co-ordinator RE Subject Support Collective Worship Subject Support
Mrs Louise Donovan	Y2 Teacher	DT Subject Co-ordinator Science Subject Support Pupil Premium Support
Mrs Katie Appleton	Y1 Teacher	PSHE/RSHE Joint Subject Co-ordinator Geography Subject Support
Mrs Claire Warnes	EYFS Teacher Kingfishers	Key Stage 1/EYFS Lead Forest School Lead Art Subject Co-ordinator Alternate DSL
Miss Robyn Pearce	EYFS Teacher Greenfinches	Geography Subject Co-ordinator History Subject Support Nuffield Early Language Intervention Lead

TEACHING ASSISTANTS		
NAME	ROLE	RESPONSIBILITIES
Mrs Lesley Bickers	HLTA	Computing Subject Support Online Safety Lead Class Cover & Support
Miss Hennie Coote	TA	Class Support
Mrs Sonja Brooks	TA/HLTA	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 KS1 and EYFS PPA
Mrs Joanne Chatten	TA	Class Support
Mrs Sarah Brennan	TA/HLTA	KS1 PPA Music Subject Support Class Support
Mrs Amanda Brooks	TA	Class Support
Mrs Elaine Day	TA	Class Support
Mrs Emma Muttitt	TA	Class Support
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	Class Support
Mrs Emily Sayles	TA	Class Support
Mrs Kirsty Mayall	TA	Class Support
Mrs Helen Aldridge	Casual TA	EYFS Tapestry
Mrs Kate Watson	TA	Class Support NELI
Mrs Zella Chambers	TA	SEN/PP Intervention
Mrs Hayley James	TA	Class / SEN Support
Mrs Suzanne Summers	TA	Class / SEN Support
Miss Fiona Blair	TA	Class Support

ADMINISTRATIVE/ICT SUPPORT		
NAME	ROLE	RESPONSIBILITIES
Mrs Lisa Hughes	Bursar	Finance HR/Staff Wellbeing Lettings Premises/Health & Safety GDPR Mental Health First Aider
Mrs Anne Stevenson	Office Manager	Admissions Attendance General Administration
Mrs Tanya Barber / Mrs Lucy Reavil	Administrative Assistant	Office Clerical Support Squirrels Newsletter
Mrs 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 Sue Thacker	Cleaner	Cleaning Staff Lead General Cleaning
Miss Lorna Gibbs	Cleaner	General Cleaning
Miss Hannah Maidstone	Cleaner	General Cleaning
Mrs Tanya Yallop	Cleaner	General Cleaning
Miss Leah Humphreys	Relief Cleaner	General Cleaning
Miss Jazmin Humphreys	Relief Cleaner	General Cleaning
Miss Bethany Skillings	Relief Cleaner	General Cleaning
Mr Chris Fisher	Cleaner / Relief Caretaker	General Cleaning Lettings Keyholder

LUNCHTIME SUPERVISORS		
NAME	ROLE	RESPONSIBILITIES
Mrs Maxine Gibbs	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
Mr Kevin Copeman	MDSA	Lunchtime Supervision
Mrs Hayley Turner	MDSA	Lunchtime Supervision
Mrs Cheryl Lewis	MDSA	Lunchtime Supervision
Mrs Laura Hope	MDSA	Lunchtime Supervision
Miss Jazmin Humphreys	MDSA	Lunchtime Supervision
Mrs Gemma Stannard	MDSA	Lunchtime Supervision
Mrs Lisa Mouncer	MDSA	Lunchtime Supervision
Mrs Sue Thacker	MDSA	Lunchtime Supervision
Miss Jessica Gibbs	MDSA	Lunchtime Supervision
Miss Eleanor Scourou	MDSA	Lunchtime Supervision
Mrs Tanya Yallop	MDSA	Lunchtime Supervision

KITCHEN STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Jennie Matthews	Cook-in-Charge	Overall Kitchen
Mrs Hayley Turner	Kitchen Assistant	Kitchen Support
Mrs Gabrielle Partridge	Kitchen Assistant	Kitchen Support

SQUIRRELS STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Dianne Buckingham	Squirrels Co-ordinator	Co-ordinate Squirrels Squirrels Supervision
Mrs Lisa Stewart	Squirrels Supervisor	Squirrels Supervision
Mrs Joanne Perrin	Squirrels Supervisor	Squirrels Supervision
Mrs Hayley Turner	Squirrels Supervisor	Squirrels Supervision
Miss Jessica Gibbs	Squirrels Supervisor	Squirrels Supervision
Miss Eleanor Scourou	Squirrels Supervisor (Relief)	Squirrels Supervision