

Worlingham CEVC Primary School
STAFF RESPONSIBILITIES 2024/2025

TEACHING STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Holly Marchand	Headteacher	Teaching and Learning Lead Assessment and Curriculum Support Alternate DSL & Online Safety Lead Pupil Premium Lead School Council Lead Designated Teacher for Children in Care SEND Support Safeguarding/The Prevent Support
Mr Matthew Brown	Deputy Headteacher Y5/6 Teacher Blackbirds	Designated Safeguarding Lead (DSL)/Online Safety Safeguarding/The Prevent Lead Assessment Co-ordinator Curriculum Co-ordinator Support Staff Co-ordinator English Subject Co-ordinator RE/Collective Worship Support
Mr Don Marchand	Y5/6 Teacher Owls	History Subject Co-ordinator Geography Subject Co-ordinator (KS2) Alternate DSL
Mr Richard Idle	Y5/6 Teacher Eagles	Maths Subject Co-ordinator PE Subject Support
Mr Brynn Eden	Y5/6 Teacher Blackbirds/Owls	Music Subject Co-ordinator
Mrs Wendy Jennings	Y1/2 Teacher Wrens	SEND Co-ordinator Support Staff Co-ordinator Intervention Co-ordinator Alternate DSL RSHE/PSHE Support
Miss Amber Stevenson	Y5/6 Teacher Swifts	Science Subject Co-ordinator Maths Subject Support
Miss Beth Cleghorn	Y3/4 Teacher Swallows	PE Subject Co-ordinator Computing Subject Support
Miss Emily Hunt	Y1/2 Teacher Wrens	MFL Subject Co-ordinator Geography Subject Support (KS1)
Miss Lauren Rush	Y3/4 Teacher Skylarks	Computing Subject Co-ordinator DT Subject Support
Mrs Michelle Wood		On Secondment
Mrs Louise Donovan	Y1/2 Teacher Robins	Phonics & Early Reader Co-ordinator DT Subject Support Science Subject Support Pupil Premium Support
Mrs Katie Stannard	Y3/4 Teacher Songthrushes	PSHE/RSHE Subject Co-ordinator MFL Subject Support
Mrs Claire Warnes	EYFS Teacher Kingfishers	Key Stage 1/EYFS Lead Forest School Lead Art Subject Support Alternate DSL
Miss Robyn Pearce	EYFS Teacher Greenfinches	Geography Subject Co-ordinator (EYFS) History Subject Support Nuffield Early Language Intervention Lead SEND Support
Mrs Megan Brown	Y3/4 Teacher (Mat. Cover) Songthrushes	MFL Subject Support

TEACHING ASSISTANTS		
NAME	ROLE	RESPONSIBILITIES
Mrs Sonia Wright	HLTA	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	Class Support Phonics Booster
Mr Daniel Baker	HLTA	Class Cover & Support KS1 and EYFS PPA
Mrs Joanne Chatten	TA	Class Support
Mrs Sarah Brennan	HLTA	EYFS/KS1 PPA Music Subject Support Class Cover & 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/HLTA	Class Cover & Support
Mrs Juliette Head	TA	Class Support/Library
Mrs Deborah Vaughan	TA/HLTA	Class Support/Library Nessy Co-ordinator
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/HLTA	SEN/PP Intervention Class Cover & Support
Mrs Hayley James	TA	Class / SEN Support
Mrs Suzanne Summers	TA	Class / SEN Support
Miss Jasmine Muttitt	TA	Class Support
Mrs Annette Copeman-Lamoureux	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	Administration/Finance Assistant	Office Clerical Support Finance Support Squirrels
Mrs Amy Steadman	Clerical Assistant	Office Clerical Support
Mrs Simon Bickers	ICT Technician	IT Technical Support Long Term IT Plan

PREMISES STAFF		
NAME	ROLE	RESPONSIBILITIES
Mr Kevin Copeman	Caretaker	General Maintenance/Cleaning Lettings Keyholder Opening and closing of School
Mrs Sue Thacker	Cleaner-in-Charge	Co-ordinate Cleaning Team General Cleaning
Miss Lorna Gibbs	Cleaner	General Cleaning
Miss Hannah Maidstone	Cleaner	General Cleaning
Mrs Tanya Yallop	Relief Cleaner	General Cleaning
Miss Bethany Skillings	Relief Cleaner	General Cleaning
Miss Ellie Scourou	Relief Cleaner	General Cleaning

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 Jasmine Muttitt	MDSA	Lunchtime Supervision
Miss Eleanor Scourou	MDSA	Lunchtime Supervision
Mrs Tanya Yallop	MDSA	Lunchtime Supervision
Mrs Annette Copeman-Lamoureux	MDSA	Lunchtime Supervision

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
Mrs Tanya Yallop	Squirrels Supervisor	Squirrels Supervision
Miss Eleanor Scourou	Squirrels Supervisor	Squirrels 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