

Staff Responsibilities 2023-2024

Updated February 2024

Name	Role and responsibilities	
Debbie Groom Full time	<ul style="list-style-type: none"> • Headteacher, • SENCO • DSL • Designated teacher • Mental Health first aider • Attendance officer • Behaviour (Deputy) • Performance management • Health and Safety • Collective Worship (Deputy) 	<ul style="list-style-type: none"> • English lead • MFL deputy • PSHE inc pupil MH and wellbeing • Music • Forest School • Curriculum lead • Assessment deputy • Maths, phonics and EYFS/KS1 deputy lead • Staff Mental Health and Wellbeing
Kath Baird Fulltime	<ul style="list-style-type: none"> • Senior Teacher • Class 2 teacher • Performance Management • RE inc collective worship lead 	<ul style="list-style-type: none"> • Phonics and EYFS/KS1 phonic reading lead • SEND support • Staff wellbeing
Andy Thorpe Fulltime	<ul style="list-style-type: none"> • Class 3 teacher • Maths lead • Science deputy lead • School Council 	<ul style="list-style-type: none"> • PE lead • ECT mentor • Behaviour Lead • Assessment lead
Kimberley Atkins Part time (Wednesday – Friday)	<ul style="list-style-type: none"> • Class 1 teacher • EYFS lead (shared with Jo) 	<ul style="list-style-type: none"> • Art and DT lead • Science lead
Jo Deane Part time (Monday and Tuesday)	<ul style="list-style-type: none"> • Class 1 teacher • EYFS lead (shared with Kimberley) 	<ul style="list-style-type: none"> • History, geography Lead
Jason Stone (3 days)	<ul style="list-style-type: none"> • Class Teacher • PE Deputy 	<ul style="list-style-type: none"> • MFL lead
Julie Hazell Fulltime HLTA/Level 3	<ul style="list-style-type: none"> • Level 3 Nursery teacher AM • HLTA Forest School teacher PM 	<ul style="list-style-type: none"> • Community Forest School • Eco school council • Forest School Council
Nicky Caine Full time HLTA	<ul style="list-style-type: none"> • HLTA Class 4 support and PPA cover • PE inc sports day and swimming; and play time equipment/rota 	<ul style="list-style-type: none"> • First aid and individual medical plans (shared with Lindsey)
Lindsey Pattison Full time LSA	<ul style="list-style-type: none"> • LSA Class 3 support • SEND interventions (directed by SEND team) 	<ul style="list-style-type: none"> • First aid and individual medical plans (shared with Nicky) • Breakfast club lead
Sam Maughan Fulltime LSA	<ul style="list-style-type: none"> • 1-1 support in Class 3 • Termly staff socials organiser 	<ul style="list-style-type: none"> • Staff wellbeing (shared with Kath)
Dani Hazell Fulltime LSA/Level3	<ul style="list-style-type: none"> • Class 2 TA (AM) • Class 1 Nursery Nurse (PM) • After school club lead 	<ul style="list-style-type: none"> • National events lead (looks out for charity/special events and then reports to correct lead)
Tanya Sims Full time LSA	<ul style="list-style-type: none"> • Class 2 1-1 support • RE and Collective worship (deputy) 	<ul style="list-style-type: none"> • Godly Play
Lianne Laynes School secretary, Monday-Tuesday, Thursday-Friday	<ul style="list-style-type: none"> • Admin • Deputy DSL 	<ul style="list-style-type: none"> • Deputy attendance officer • Legionella (from March 2024)
Krys Vylgina School Finance Officer (Monday and Tuesday)	<ul style="list-style-type: none"> • Finance 	