

Darwen St James' CE Primary Academy - Staffing Structure - September 2017

Head Teacher Leadership

- Ethos
- Strategic planning and Self Evaluation
- School Improvement
- Child Protection
- Finance
- Governor Liaison
- Performance Manager
- Compliance with all statutory items
- Data Analysis
- Assessment, targets, tracking

LINE MANAGE TEACHING STAFF/SBM

Miss Maggie Beck

TLR Leadership - Yr R Teacher

- EYFS/KS1 leader
- Ethos Team Leader

LINE MANAGE EYFS/KS1 TEAM

Mrs Claire Gonzalez

SENIOR TEACHER TLR Leadership - Yr 2 Teacher

- Senior Teacher
- Inclusion Team Leader

**LINE MANAGE SEND
ASSISTANTS**

Miss Tracy Lawson

UPS Leadership - Yr 1 and 6 Teachers

- Foundation Team Leaders

Mrs Julie Heald
Mrs Emma Simms

Deputy Head Teacher Leadership - Y3/4 teacher

- Performance Manager
- Deputising in absence of H.T.
- Deputy Designated Child Protection Leader
- School Improvement
- Curriculum Leader
- Self Evaluation

LINE MANAGE KS2 and SSAs

Miss Laura Peckson

School Business Manager SBM

- Lead & Manage School Office
- School Finance Management
- Safeguarding - recruitment /recording
- Manage Governor Clerking & Admin
- Member of SLT / Strategic Admin
- Marketing and Communications

LINE MANAGE OFFICE STAFF

Mrs Kathryn Ashcroft-Gardner

School Office Admin

- Reception Duties
- Day to day Admin tasks, inc ParentPay
- Admin for Staff SIMS

Miss Dianne Durant/Miss Charlotte Reid

Site Manager

- Health & Safety / COSHH
- Buildings Management
- Compliance with statutory duties with regard to buildings

LINE MANAGE CLEANING STAFF

Mr Andy Skinner

Cleaners

Mrs Alwyn Williams
Mrs Kim Gregson

Nursery Team

Mrs Ainsworth

Mrs Corbally
Miss Sears

PPA Time - Monday and Tuesday pm

Year R Team

Miss Kelly Colvin

Mrs Claire Gonzalez
PPA Time - Monday am (AH)
TLR Time - Monday pm (AH)

Year 1 Team

Mrs Gayle Williamson

Mrs Emma Simms
Mrs Amanda Holm
PPA Time - Wednesday pm
Wednesday am

Year 2 Team

Miss Helen Meagher
Miss Laura Davidson (1-1)

Miss Tracy Lawson
SEND Time - Tuesday am (AH)
PPA Time - Tuesday pm (AH)

Year 3/4 Team

Mrs Joanne Mountain

Miss Laura Peckson
DEP Time - Friday (RH)
PPA time - Thursday am (RH)

Year 4/5 Team

Mrs Janet Reid
Mrs Joanne Mountain

Mrs Josie Thompson
PPA time- Wednesday pm (RH)
Miss Chrissy Sanders (Yr4 am)
PPA- Wed and Thurs Assembly

Year 6 Team

Miss Becki Ainsworth (1-1)

Mrs Julie Heald (am)
Mrs Shona Davis (pm)
PPA time - Wednesday am (RH)

PPA Team

Mrs Ruth Howarth
PPA- Thursday pm

Mrs Amanda Holm
PPA- Wednesday am

EYFS Apprentices

Pupil Wellbeing Leaders

Miss Kathy Earp (+ Extended Schools)
School Council

Miss Leonie Hillman (+ Attendance)

Breakfast Club

Miss Kathy Earp
Mrs Joanne Mountain
Mrs Alwyn Williams



HLTA

Mrs Shona Davis (am)
Mrs Ruth Haworth

SEND

Mrs Elaine Gettins

SEN Support Assistants

Miss Becki Ainsworth
Miss Laura Davidson

Lollipop Man


Kitchen Staff

Mrs Sue Underwood - Cook


Assistant Cook

Welfare Staff

Miss Becki Ainsworth
Mrs Kim Gregson
Mrs Joanne Mountain
Mrs Alwyn Williams
Mrs Gayle Williamson
Miss Helen Meagher : 1-1

SLT	<p>HEADTEACHER - Miss Maggie Beck</p> <p>Strategic Leader</p>	<p>Deputy Headteacher - Mrs Laura Peckson</p> <p>Curriculum Leader/KS2 Leader</p>	
MIDDLE LEADERS	<p>Mrs Claire Gonzalez</p> <p>Ethos Team Leader EYFS/KS1 Leader</p>	<p>Miss Tracy Lawson</p> <p>Inclusion Team Leader Senior Teacher</p>	<p>Mrs Julie Heald/Mrs Emma Simms (0.6)</p> <p>Foundation Team Leader</p>
<p>Annual reporting to GB</p> <p>Termly reporting To SLT</p>	<p>ETHOS TEAM</p> <p>Art/DT Charities Display Learning Environment Outdoor Learning PHSCE RE Values Worship</p>	<p>INCLUSION TEAM</p> <p>Behaviour/Social Skills Clubs Community CioC/EAL/Gender/GRT/PP Gifted and Talented Interventions Multi Agency Links Parents School Council SEND</p>	<p>FOUNDATION TEAM</p> <p>Mathematics English</p> <p>History/Geog ICT MFL Music PE/Health Science</p>
 <p>Darwen St James' C of E Primary Academy</p> <p>Working Together</p>	<p>Mrs Tracey Ainsworth Miss Chantelle Cooney (MAT Leave) Miss Kelly Colvin Mrs Hollie Corbally Miss Laura Davidson Miss Amy Sears</p>	<p>Ms Kathy Earp Mrs Elaine Gettins Miss Leonie Hillman</p>	<p>Mrs Amanda Holm (English) Miss Becki Ainsworth Mrs Shona Davis (Numeracy) Miss Helen Meagher (First Aid) Mrs Joanne Mountain Mrs Janet Reid (Library) Mrs Josie Thompson (Science/PE) Mrs Gayle Williamson Miss Charlotte Reid (Dance) Mrs Ruth Howarth (MFL/ICT) Miss Chrissy Sanders</p>
GOVERNORS	TBC	TBC	TBC

<p>SENIOR TEACHER Miss Tracy Lawson Inclusion</p>	<p>HEADTEACHER Miss Maggie Beck Strategic Leader</p>	<p>DEPUTY HEADTEACHER Mrs Laura Peckson Curriculum Leader</p>
<p>SEND INCLUSION Vulnerable Groups Lead Teacher Behaviour Welfare staff Student Mentor Performance Management - EG, KE, LH Staff Reviews - BA, LD, HM</p>	<p>Staff Development Site Development Self Evaluation Teaching Team Performance Management - LP, TL, CG, ES, JH Staff Reviews - Office Staff, Site Manager School Improvement Raising Attainment Pupil Progress Teaching and Learning Achievement Assessment & Tracking, Data Analysis Child Protection - designated teacher Safeguarding CPD & Training Recruitment Finance Governance Attendance</p>	<p>Educational Visits Self Evaluation School Improvement Teaching & Learning - Curriculum Behaviour for Learning Child Protection - deputy designated teacher Deputising for Headteacher Performance Management - SD, JT CS, RH, AH Staff Reviews - SC Key Stage 2 Leader SSA Team Leader</p>
<p>LINE MANAGE: SEND Assistants; PWB Leaders, Assistant SENCo, Welfare Staff</p>	<p>LINE MANAGE: SLT, OFFICE STAFF, EYFS TEAM, INCLUSION TEAM</p>	<p>LINE MANAGE: TEAM LEADERS, TAs/SSAs</p>
<ul style="list-style-type: none"> Rotas - Worship/Hall Resources Room / <u>Library- Janet Reid</u> Tasks as delegated by SLT 	<ul style="list-style-type: none"> Staff Briefings Celebrations 	<ul style="list-style-type: none"> Cover Diary Photocopying Room Tasks as delegated by HT

<p align="center">TLR - Mrs Claire Gonzalez EYFS/KS1</p>		<p align="center">Deputy Head-Mrs Laura Peckson KS2</p>
<p>Within your Key Stage:</p> <ul style="list-style-type: none"> • Teaching & Learning • Curriculum • Behaviour • Transition • Assessment • Moderation • Safeguarding 		<p>Within your Key Stage:</p> <ul style="list-style-type: none"> • Teaching & Learning • Curriculum • Behaviour • Transition • Assessment • Moderation • Safeguarding
<p>LINE MANAGE: EYFS/KS1 STAFF TEAM, including Welfare Staff</p>		<p>LINE MANAGE: KS2 TEAM, including Welfare Staff</p>
<ul style="list-style-type: none"> • Playground rotas • Display around school • KS1/EYFS areas • Behaviour • Performance Management - ES, JT • Staff Reviews - LK, HC, AS • Tasks as delegated by SLT 		<ul style="list-style-type: none"> • Playground rotas • Buddy for KS2 NQT • KS2 areas • PE Store • Behaviour • Staff Reviews • Tasks as delegated by SLT
<p align="center">UPS 3 - Mrs Emma Simms 0.6 FTE</p>	<p align="center">SBM</p>	<p align="center">SITE MANAGER: Site Maintenance and Cleaning</p>
<p>Lead Foundation Team with Mrs Julie Heald</p>		
<p align="center"><u>CLASS TEACHERS</u> Teaching and Learning Class Learning Environment Assessment (day to day) Record Keeping Reporting to Parents</p>	<p align="center">Finance and Resourcing School Office Governance - Manage Clerking & Admin Strategic Admin</p>	<p align="center">Site Development (day to day) Maintenance Risk Assessments / COSHH Health and Safety Staff Reviews - Cleaning Team</p>
<p align="center">LINE MANAGE: SSA - for your class (day to day)</p>	<p align="center">LINE MANAGE: Office staff (day to day)</p>	<p align="center">LINE MANAGE: Cleaning Staff Team (day to day)</p>