



## STAFF RESPONSIBILITIES 2020/2021



<p><b>Mrs D Hopwood - SLT (Head teacher)</b></p>	<ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Whole School Curriculum</li> <li>• Instructional rounds</li> <li>• Appraisals all staff</li> <li>• Assessment (R, W, M and Vulnerable Groups)</li> <li>• Environment Team Leader</li> <li>• Standards Team Leader</li> <li>• Safe Guarding DSL</li> <li>• CP/LAC</li> <li>• Health and Safety (INCL RISK ASSESSMENT)</li> <li>• Equal Opportunities</li> <li>• Attendance</li> <li>• Training</li> <li>• Staff co-ordinator</li> <li>• CPD</li> <li>• Recruitment</li> <li>• University Links – Edge Hill &amp; Cumbria</li> <li>• Prevent/FGM</li> <li>• <b>Lost learning</b></li> <li>• <b>Curriculum deficit</b></li> </ul>
<p><b>Mrs R Tattersall - SLT (Acting Deputy Head teacher)</b></p>	<ul style="list-style-type: none"> <li>• Standards Team member (Deputy)</li> <li>• Whole School Curriculum</li> <li>• Instructional rounds</li> <li>• EYFS/KS1 Lead support</li> <li>• Assessment (R, W, M and Vulnerable Groups)</li> <li>• Year Rec Teacher</li> <li>• Health and Safety (INCL RISK ASSESSMENT)</li> <li>• Policy co-ordinator</li> <li>• Safe Guarding DSL (Deputy)</li> <li>• CP/LAC</li> <li>• Induction</li> <li>• Students (Student Placement co-coordinator/mentor)</li> <li>• University Links – Edge Hill &amp; Cumbria</li> <li>• Schools Direct link</li> <li>• Friends of (Treasurer)</li> <li>• <b>Lost learning</b></li> <li>• <b>Curriculum deficit</b></li> </ul>
<p><b>Mr D Buchanan - SLT (Assistant Head and KS2 Lead)</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for learning, teaching, and standards at KS2</li> <li>• Standards Team member</li> <li>• Pastoral Team Leader</li> <li>• PSHCE Coordinator (incl – drugs education, wellbeing, gender and RSE)</li> <li>• PE Coordinator</li> <li>• Behaviour Lead</li> <li>• Evolve coordinator/ School trips</li> <li>• SMSC/British Values</li> <li>• Year 4 Teacher</li> <li>• TA support co-ordinator</li> <li>• <b>Lost learning</b></li> <li>• <b>Curriculum deficit</b></li> </ul>

<p><b>Mrs H Ashton - SLT (Assistant Head and EYFS and KS1 Lead)</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for learning, teaching, and standards in EYFS and KS1</li> <li>• Focus – 2YO, Year 1 and Year 2 (INCL RISK ASSESSMENT)</li> <li>• Parental Links</li> <li>• Standards Team member</li> <li>• Communication/Parents</li> <li>• Music Coordinator</li> <li>• Year 2 Teacher</li> <li>• 2YOP assessment &amp; environment</li> <li>• TA support co-ordinator</li> <li>• EYFS Supervision</li> <li>• <b>Lost learning</b></li> <li>• <b>Curriculum deficit</b></li> </ul>
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<p><b>Mrs S Ellis - SLT (Teacher and TLR)</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for standards in English (SPAG, Phonics, Spoken Language, Writing and Reading) in EYFS &amp; KS1.</li> <li>• Assessment English</li> <li>• English Coordinator EYFS &amp; KS1</li> <li>• Standards Team member</li> <li>• Whole school curriculum support</li> <li>• Mathematics coordinator support</li> <li>• English Intervention co-ordinator</li> <li>• Phonics intervention co-ordinator</li> <li>• ARROW co-ordinator</li> <li>• <b>KS1 English Interventions</b></li> <li>• <b>Curriculum mapping</b></li> <li>• <b>RWM assessment analysis coordinator</b></li> <li>• <b>Lost learning</b></li> <li>• <b>Curriculum deficit</b></li> <li>• </li> </ul>
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<p><b>Miss K Durham – SLT (Teacher and TLR SENCO)</b></p>	<ul style="list-style-type: none"> <li>• SENCO</li> <li>• SEN Music co-ordinator</li> <li>• Standards Team member</li> <li>• MA and Talented</li> <li>• EAL</li> <li>• Disadvantaged/ PPG</li> <li>• KS2 Intervention and support teacher</li> <li>• <b>Lost learning</b></li> <li>• <b>Curriculum deficit</b></li> </ul>
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<p><b>Miss E Anwar (Teacher and TLR)</b></p>	<ul style="list-style-type: none"> <li>• Responsibility for standards in English (SPAG, Phonics, Spoken Language, Writing and Reading) in KS2.(KS1/EYFS to cover MAT leave)</li> <li>• English coordinator KS2 .(KS1/EYFS to cover MAT leave)</li> <li>• ARROW coordinator</li> <li>• Computing/Learning Platform/Website</li> <li>• Digital Homework co-ordinator</li> <li>• ICT Coordinator</li> <li>• Transitions year 6 to 7</li> <li>• Year 6 Teacher</li> <li>• Library Coordinator</li> <li>• <b>Lost learning</b></li> <li>• <b>Curriculum deficit</b></li> <li>• <b>Curriculum mapping analysis</b></li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>RWM assessment analysis coordinator</b></li> </ul>
<b>Mrs D Clare (Teacher and TLR)</b>	<ul style="list-style-type: none"> <li>• Art Coordinator</li> <li>• Design Technology Coordinator</li> <li>• Learning Environment Coordinator</li> <li>• Learning P for C</li> <li>• Nursery class Teacher</li> <li>• STEM project coordinator</li> <li>• Parent pupil learning days/ parental links</li> <li>• Community Library</li> <li>• Community Links</li> <li>• School Council</li> <li>• Family Library</li> </ul>
<b>Miss L Wilson (Teacher)</b>	<ul style="list-style-type: none"> <li>• Year 5 Teacher</li> <li>• Fair Trade KS2</li> <li>• History Co-ordinator</li> <li>• Geography Co-ordinator</li> </ul>
<b>Mrs C. Bower (Teacher)</b>	<ul style="list-style-type: none"> <li>• RE Coordinator</li> <li>• MFL Coordinator</li> <li>• Year 2 Teacher</li> <li>•</li> </ul>
<b>Miss A Lees (Teacher)</b>	<ul style="list-style-type: none"> <li>• Science coordinator</li> <li>• Yr1 Teacher</li> <li>• Outdoor classroom</li> <li>• Mathematics Coordinator</li> <li>• <b>Curriculum mapping analysis</b></li> </ul>
<b>Mrs H Noon (Teacher)</b>	<ul style="list-style-type: none"> <li>• Nursery Class Teacher</li> <li>• History Co-ordinator</li> <li>• Geography Co-ordinator</li> <li>• Fair Trade EYFS and KS1</li> <li>• Communication Champion</li> </ul>
<b>Mrs K. Ginda (Teacher)</b>	<ul style="list-style-type: none"> <li>• Year 4 Teacher</li> <li>• ECT</li> <li>• ECO club</li> </ul>



## SUPPORT STAFF RESPONSIBILITIES 2020/2021



<b>LISA ROBINSON</b>	<p>YEAR 4B CLASS SUPPORT  SENCO SUPPORT  SENCO GROUP WORK  PSHCE/SMSC SUPPORT  EQUAL OPPORTUNITITES SUPPORT  EMOTIONAL LITERACY SUPPORT CLINIC  COORDINATOR/LEADER  CLASS COVER (When required)</p>
<b>JANET HEYES</b>	<p>FAMILY SUPPORT WORKER  ATTENDANCE &amp; PUNCTUALITY  COMMUNICATION/PARENTS  COMMUNITY LINKS  GRANT FUNDING BIDS  FRIENDS OF MOORGATE  CLASS COVER (When required)</p>
<b>SUSAN ROBERTS</b>	<p>NURSERY SUPPORT  EYFS SEND  EYFS CLASS COVER  EYFS/KS1 SUPPORT  COMMUNICATION/ PARENTS SUPPORT  SUN CLUB MANAGER</p>
<b>LOIS SMITH</b>	<p>2YO PROVISION MANAGER  EYFS SUPPORT  FRIENDS OF MOORGATE  COMMUNICATION/PARENTS SUPPORT  COMMUNITY LINKS SUPPORT  SAFEGUARDING SUPPORT- DSL  CP/LAC SUPPORT</p>
<b>NIGHAT KAUSAR</b>	<p>MATHEMATICS TEACHING AND LEARNING SUPPORT  MATHEMATICS INTERVENTION  TIMES TABLES CHALLENGE  ENRICHMENT COORDINATOR  SCHONELL SPELLING TESTING &amp; ANALYSIS  SUFFOLK READING TESTING &amp; ANALYSIS  FIRST AID</p>
<b>HALEY COOPER</b>	<p>ENGLISH TEACHING AND LEARNING SUPPORT  ENGLISH INTERVENTION  ENRICHMENT COORDINATION  SCHONELL SPELLING TESTING &amp; ANALYSIS  SUFFOLK READING TESTING &amp; ANALYSIS  PHONICS SUPPORT IN LKS2  ARROW SUPPORT  FIRST AID</p>
<b>ELIZABETH EDMONDSON</b>	<p>INDUCTION OF NEW PUPILS  STUDENT SUPPORT  TRANSITION  DRUGS EDUCATION SUPPORT  YEAR 3 SUPPORT  SAFEGUARDING SUPPORT- DSL  CP/LAC SUPPORT (KS2)</p>
<b>COLETTE REID</b>	<p>EYFS/KS1 SUPPORT/CLASS COVER  MA&amp;T SUPPORT KS1  HOUSE POINT COORDINATOR SHARED WITH DS  HOSUE TEAM EVENTS COORDINATOR EY KS1  AWARDS AND ACHIEVEMENT BOARD  LIBRARY SUPPORT  FIRST AID</p>

<b>KIMBERLEY JONES</b>	RECEPTION CLASS SUPPORT ART/ DT/STEM SUPPORT ENVIRONMENT SUPPORT EYFS/KS1 SUPPORT PE SUPPORT
<b>EMMA BARON</b>	YEAR 6 SUPPORT COMPUTING SUPPORT WEBISTE LEAD KS2 ENGLISH SUPPORT DIGITAL HOMEOWRK COORDINATOR SUPPORT
<b>LISA KENDALL</b>	YEAR 1 SUPPORT KEY STAGE 1 PHONICS/ ENGLISH INTERVENTIONS RE SUPPORT
<b>EMMA HOWARD</b>	YEAR 2 CLASS SUPPORT PHONICS INTERVENTION LKS2 GEOGRAPHY SUPPORT
<b>LYNN KENDALL</b>	ARROW INTERVENTION MFL SUPPORT ENGLISH SUPPORT Y4 SUPPORT
<b>KERRY TAYLOR</b>	YEAR 2 SUPPORT ART & CRAFT CLUB SEND MUSIC SUPPORT MUSIC SUPPORT ART& DT SUPPORT ENVIRONMENT SUPPORT LEGO THERAPY
<b>DAWN SWANTON</b>	LUNCHTIME COORDINATOR SUNRISE/SUNSET MANAGER YEAR 5 SUPPORT BEHAVIOUR SUPPORT PPG SUPPORT MA&T SUPPORT KS2 HOUSE POINT COORDINATOR SHARED WITH CR HOSUE TEAM EVENTS COORDINATOR KS2 FIRST AID LEAD
<b>LOUISE BURKE</b>	1:1 SEND SUPPORT PHONCIS INTERVENTION ECO SUPPORT OUTDOOR CLASSROOM SUPPORT
<b>ALISON BIBBY</b>	2YO WORKER HISTORY SUPPORT
<b>ROBYN HEYES</b>	2YO WORKER EYFS/KS1 SUPPORT
<b>SUSIE GIBBS</b>	2YO WORKER 2YO ASSESSMENT SUPPORT 2YO ENVIRONMENT SUPPORT

<b>VIKKI WEST</b>	2YO WORKER PHILOSOPHY FOR CHIDLERN SUPPORT
<b>AMANDA WORTHINGTON</b>	2YO WORKER BRITISH VALUES SUPPORT ART/DT – FOCUS ON ENGINEERING PROJECTS
<b>JEMMA LORD</b>	2YO WORKER 2YO ASSESSMENT SUPPORT 2YO ENVIRONMENT SUPPORT
<b>HIYAM SALHI</b>	NURSERY SUPPORT EAL SUPPORT
<b>REBECCA LOMAX</b>	YEAR 6 INTERVENTION PE SUPPORT SUNSET CLUB WORKER
<b>EMMA GREENE</b>	YEAR 4 SEN DAP SUPPORT MUSIC SUPPORT SEND MUSIC SUPPORT BREAKFAST COORDINATOR LEGO THERAPY SUPPORT
<b>ZOE LIGHT</b>	RECEPTION SUPPORT SCIENCE SUPPORT
<b>STEVEN STRONACH</b>	YEAR 3 SUPPORT FAIR TRADE SCHOOL COUNCIL
<b>MILLIE RAMSDEN</b>	2YO SUPPORT APPRENTICE
<b>ABI CLARE</b>	NURSERY SUPPORT APPRENTICE
<b>HELEN RAMSDEN</b>	OFFICE MANAGER ADMISSIONS TRAINING SYSTEMS ADMIN DOJO/WEBSITE COORDINATOR GOVERNOR SUPPORT GENERAL ADMIN
<b>DIANE LEWIS</b>	OFFICE MANAGER FINANCE HR CPOMS ADMINISTRATOR GDPR ASSET DEPUTY INFORMATION RISK OWNER GENERAL ADMIN
<b>OFFICE ADMIN</b>	COLLECTION OF MONIES GENERAL ADMIN/ LETTERS LUNCHTIME ADMINISTRATION DUTIES