

## Minchinhampton Academy Staff Roles and Responsibilities 2016 – 2017

<b>Head Teacher</b> Assessment leader & behaviour Pastoral team, H+S, DSL, DLAC PE & Sports leader Equalities lead Line managing senior leaders Sports team	Nick Moss
<b>Senior Leadership Team</b> <i>Deputy Head teacher</i> <i>Class teacher- Yr 1</i> <i>Teaching and learning leader –including maths, phonics (Senior Leadership Team)</i> <i>Line managing middle leaders</i> <i>University liaison-DSL dep</i> <i>Teacher induction</i>	<i>Emily Miles (on secondment)</i>
Acting Deputy Class teacher –Yr 3/4 DSL dep English and Curriculum leader (Senior Leadership Team) Lower KS2 leader NUT rep Charity Committee	Kerry Tonner
Class teacher –Yr 2 English and Curriculum leader (Senior Leadership Team) KS1 leader Educational trips leader NQT mentor/ H+S staff rep	Nicky Hugginson
Class teacher –Yr 5/6 Maths leader (Senior Leadership Team) Upper KS2 leader Sports Team Eco-warriors Committee	Wendy Smith
Class Teacher –Yr 3/4 Inclusion leader (incl SENCO/ EAL/ G+T) (Senior Leadership Team) DSL dep, DLAC Inclusion team RE leader Community & Worship Committee	Carol Wilson
<b>Middle Leadership</b> Nursery leader Leading on EY SENCO; Safeguarding; home/school liaison.	Theresa Watt
Class teacher –Yr Rec Foundation Stage leader – Reception First Aidleader	Sarah Bugg
Class teacher –Yr Rec Science leader Website leader	Toni Saeed
Class teacher- Yr 1 PSHE leader	Charlotte Asquith
Class Teacher Yr ½ ICT lead Sports Team	Gareth Ricketts
Class teacher- Yr 3/4 MFL leader Art leader Links Committee	Carla Whitehead
Class teacher/ PP teacher- Yr 3/4 Reading leader News Reporters Committee	Clare McCarron
Class teacher –Yr 5/6 Maths leader ( <i>alongside WS</i> ) News Reporters Committee	Alison Hodges
Class teacher- Yr 5/6 History and Geography leader Links Committee	Helen Heard
Class teacher- Yr 5/6 Music ( <i>alongside DY</i> )	Joe Weinberger
PP teacher- 5/6 PP lead ( <i>alongside CW</i> ) Library Committee	Kate Aldridge
<b>Specialist/ cover teachers</b> Cover teacher	Luke Wilson

Cover teacher Leading on swimming, country dance	Maggie Atthey
<b>Higher Level Teaching Assistants</b>	
HLTA- Yr 1 Music leader Leading on SEN/ EAL Inclusion team Charity Committee	Denise Young
HLTA- Yr 3/4 Leading on ICT Eco warriors Inclusion team	Pat Dyer
<b>TA's</b>	
Deputy Nursery Manager Nursery Assistant Dep Nursery Manager Leading on Behaviour management; L + S	Lee Errington
TA- Nursery Leading on First aid	Anita Shepherd
TA- Nursery	Gillian Tyzack
TA – Yr Reception Leading on EY support Leading on KS1 cooking	Caroline Reynolds
TA –Yr Reception Leading on EY support Pastoral team- Indoor Club	Paula Hough
TA –Yr 1/2 Leading on play-leading and peer mediation Playleading Committee Leading Pastoral Team	Ronald Jansen
TA- KS1 News Reporters	Clare Nicholls
TA- KS1 Apprentice TA	Rebecca Dangerfield
TA- Yr 2 Leading on School Council	Liz Langston
TA- Yr 5/6 Leading on School Council Leading on Support staff induction (HLTA)	Jane Aurelius
TA- Yr 3/4 Leading on play-leading and peer mediating Playleading committee	Ellen Dimon
TA- Yr 5/6 Leading on resources Worship & Community Committee	Meg McLaughlin
TA- Yr 5/6 <i>Worship and Community Committee</i>	<i>Jennifer Gilstrap (maternity leave)</i>
TA- Yr 5/6 Worship and Community Committee Leading on ICT hardware	Sook Yee Bainbridge (maternity cover)
<b>Specialist/ cover TA's</b>	
Librarian Leading on library development Leading on engagement with reading	Catharine Webb
Sports leader Leading on lunchtime games & racing Pastoral team	Rob Bradshaw
<b>School Admin</b>	
Bursar & Office Manager Finance, personnel, H+S leader Line managing Premises, school office	Alison Hayle
School secretary: Leading on data Leading on admissions & clubs	Kerrie Bennett
School secretary Leading on finance, personnel, attendance Designated First Aider Pastoral team admin & mentoring	Sara Jones
School secretary Apprentice finance and admin	Alice Bailey
<b>Premises</b>	
Premises Manager Leading on health and safety and premises: indoor	Richard Knowles
Premises Manager	Paul Osborne



Leading on health and safety and premises: outdoor	
<b>Midday Supervisors</b>	
MS Leading on behaviour & play management	Katharine Lawrence
MS Leading on behaviour & play management	Carla Richings
MS Leading on behaviour & play management	Tracey Richings
MS Leading on behaviour & play management	Tara Ellis
MS Leading on behaviour & play management	Michelle Evans