

Worlingham CEVC Primary School
STAFF RESPONSIBILITIES 2022/2023

TEACHING STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Holly Marchand	Headteacher	Teaching and Learning Lead Assessment and Curriculum Support Alternate DSL Collective Worship Lead Pupil Premium Lead School Council Lead Designated Teacher for Children in Care SEND Support
Mr Matthew Brown	Deputy Headteacher Y5/6 Teacher Blackbirds	Designated Safeguarding Lead (DSL) Assessment Co-ordinator Curriculum Co-ordinator Support Staff Co-ordinator RE Subject Co-ordinator Maths Subject Support
Mr Don Marchand	Y5/6 Teacher (UPS) Owls	History Subject Co-ordinator Geography Subject Support Music Subject Support Alternate DSL
Mr Richard Idle	Y5/6 Teacher (UPS) Eagles	Maths Subject Co-ordinator PE Subject Support
Mr Brynn Eden	Y5/6 Teacher (UPS) Blackbirds	Music Subject Co-ordinator English Subject Support Gifted and Talented Lead
Mrs Wendy Jennings	Y3/4 Teacher (UPS) Song Thrushes	SEND Co-ordinator Pastoral Lead/MH/Thrive PSHE/RSE Joint Subject Co-ordinator Support Staff Co-ordinator Intervention Co-ordinator Alternate DSL
Miss Amber Stevenson	Y3/4 Teacher Swifts	Science Subject Co-ordinator Computing Support ECT Mentor
Miss Beth Cleghorn	Y3/4 Teacher Swallows	PE Subject Co-ordinator MFL Subject Support
Miss Emily Hunt	Y3/4 Teacher Song Thrushes	MFL Subject Co-ordinator Art Subject Support
Miss Lauren Rush	Y3/4 Teacher Skylarks	ECT
Mrs Michelle Wood	Y2 Teacher (UPS) Wrens	English Subject Co-ordinator RE Subject Support Collective Worship Subject Support
Mrs Louise Donovan	Y2 Teacher	DT Subject Co-ordinator Science Subject Support Pupil Premium Support
Miss Katie Appleton	Y1 Teacher	PSHE/RE Joint Subject Co-ordinator DT Subject Support ECT Mentor
Mrs Emma Hall	Y1 Teacher Goldfinches	ECT
Mrs Claire Warnes	EYFS Teacher (UPS) Kingfishers	Key Stage 1/EYFS Lead Forest School Lead Art Subject Co-ordinator Alternate DSL
Miss Robyn Pearce	EYFS Teacher Greenfinches	Geography Subject Co-ordinator History Subject Support Nuffield Early Language Intervention Lead

TEACHING ASSISTANTS		
NAME	ROLE	RESPONSIBILITIES
Mrs Lesley Bickers	HLTA	Computing Lead Computing PPA Online Safety Lead Class Cover & Support
Miss Hennie Coote	TA	Class Support
Mrs Sonja Brooks	TA/HLTA	EYFS PPA Class Support KS1 Reading Booster
Mrs Judith Leuenberger	HLTA	Art PPA Art Subject Support
Mrs Sam Hart	TA/HLTA	KS1 PPA Class Support Phonics Booster
Mr Daniel Baker	HLTA	Class Cover & Support KS1 and EYFS PPA
Mrs Joanne Chatten	TA	Class Support
Mrs Sarah Brennan	TA/HLTA	KS1 PPA Class Support
Mrs Amanda Brooks	TA	Class Support
Mrs Elaine Day	TA	Class Support
Mrs Emma Muttitt	TA	Class Support THRIVE
Mrs Diane Buckingham	TA	Class Support Function Refreshment Co-ordinator
Mrs Gillian Wright	TA	Class Support
Mrs Juliette Head	TA	Class Support/Library
Mrs Deborah Vaughan	TA	Class Support/Library
Mrs Clare Williams	TA	Class Support
Mrs Emily Sayles	TA	Class Support THRIVE
Mrs Kirsty Mayall	TA	Class Support
Mrs Helen Aldridge	Casual TA	EYFS Tapestry
Mrs Kate Watson	TA	Class Support NELI
Mrs Zella Chambers	TA	SEN/PP Intervention

ADMINISTRATIVE/ICT SUPPORT		
NAME	ROLE	RESPONSIBILITIES
Mrs Lisa Hughes	Bursar	Finance HR/Staff Wellbeing Lettings Premises/Health & Safety GDPR Mental Health First Aider
Mrs Kim Gill	Office Administrator	Admissions Attendance General Administration
Mrs Anne Stevenson	Administrative Assistant	Office Clerical Support Squirrels Newsletter
Mrs Simon Bickers	ICT Technician	IT Technical Support Long Term IT Plan

PREMISES STAFF		
NAME	ROLE	RESPONSIBILITIES
Mr Kevin Copeman	Caretaker	General Maintenance General Cleaning Lettings Keyholder Opening and Closing of School
Mrs Sue Thacker	Cleaner	Cleaning Staff Lead General Cleaning
Miss Lorna Mannion	Cleaner	General Cleaning
Miss Evie Hood	Cleaner	General Cleaning
Vacancy		

LUNCHTIME SUPERVISORS		
NAME	ROLE	RESPONSIBILITIES
Mrs Isobel Mison	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 Amanda Prettyman	MDSA	Lunchtime Supervision
Mrs Hayley Turner	MDSA	Lunchtime Supervision
Mrs Cheryl Lewis	MDSA	Lunchtime Supervision
Mrs Maxine Gibbs	MDSA	Lunchtime Supervision
Miss Jade Tuthill	MDSA	Lunchtime Supervision
Miss Jazmin Humphreys	MDSA	Lunchtime Supervision
Mrs Gemma Stannard	MDSA	Lunchtime Supervision

KITCHEN STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Karen Chalk	Cook-in-Charge	Overall Kitchen
Mrs Jennie Matthews	Kitchen Assistant	Kitchen Support
Mrs Gabrielle Partridge	Kitchen Assistant	Kitchen Support

SQUIRRELS STAFF		
NAME	ROLE	RESPONSIBILITIES
Mrs Dianne Buckingham	Squirrels Co-ordinator	Co-ordinate Squirrels Squirrels Supervision
Mrs Isobel Mison	Squirrels Supervisor	Squirrels Supervision
Mrs Joanne Perrin	Squirrels Supervisor	Squirrels Supervision
Mrs Kirstie Blake	Squirrels Supervisor	Squirrels Supervision