

Acting Headteacher Charlotte Stewart

- Personnel
- Communication internal and External
- PPG Spending
- Teaching and Learning
- Performance Management teaching team & SBM
- Safeguarding
- Behaviour and Anti Bullying
- Pupil Progress
- Data and Assessment
- Friends of Larkrise

Deputy—Morag Scott—Smith

- Appraisals Support staff
- Teaching and Learning
- Maths subject coordination
- OPAL playtimes
- Leading the subject leaders
- Reporting parents and Parent teacher consultations
- Teacher coaching and CPD
- NQT and QTS support
- Attendance
- Friends of Larkrise

SENCO

Polly Blok

- Pupil profiles/EHCPs
- Annual Reviews
- Provision mapping & interventions
- SEN CPD
- Outside agencies
- Appraisal - SEN TAs (1:1), home-school link worker, BTA
- Behaviour High Needs Pupils
- SENPACS
- Pupil progress meetings—SEND
- TAFS and LACS

Senior Leadership Team 2019—20

Creative Curriculum

Ed Finch

Curriculum innovation—progression

Educational Visits

Pupil Voice

Outdoor Learning

British Values

Homework

Computing

After School Clubs—including homework

Music

Residential

Wrap around care

Foundation Stage Lead

Holly Marriott

Curriculum EYFS

Curriculum and Timetabling Year 1

Year 1 lead

Data and assessment

Communication/transitions

Provision

Appraisal - FS classroom TAs

TA organisation

Continuous provision

School Business

Manager

Rachel Forsyth

Finance

Site

Health and Safety

Personnel

Appraisal - site manager office staff and cleaners

MIS

Recruitment

Literacy

Natalia Trendler

- Literacy Curriculum including phonics
- Book Scrutinies
- Literacy Curriculum Coverage
- Team Teaching
- Lesson Observations
- Data Tracking with Head/Deputy
- Ordering/auditing resources
- Writing days
- Support NQTs

Maths

Morag Scott

- Maths Curriculum—White Rose
- Book Scrutinies
- Maths Curriculum Coverage
- Team Teaching
- Lesson Observations
- Data Tracking with Head/Deputy
- Ordering/auditing resources
- Investigation days
- Support NQTs

Family Support Worker

Corinne Thorne

- Child protection/Safeguarding
- Attendance/CS
- HUB referrals
- Pastoral support—Relaxkids, drawing and talking
- Induction support staff
- Safeguarding training
- Parent workshops

Phase Leaders

Holly Marriott (EYFS and Y1)

Gemma Golds (Y2)

Natalia Trendler (Y3&4)

Gail Atkinson (Y5&6)

- Monitoring Classroom Learning Environment—consistency
- Lead Teacher
- Learning environment (Gail Atkinson)
- Educational Visits
- Order text books end of year
- Phase meetings focusing on School Improvement

Sports Premium

Hannah Ahmad

- Sports premium funding
- PE
- Ordering and auditing equipment
- Website PE funding
- Trim trail
- Sports day
- After school sports clubs
- Competitions

Literacy and Maths coordinators and Phase Leaders will attend fortnightly Teaching and Learning focused SLT meetings.

FSW and SBM to attend first 20 minutes of every SLT with H&S and safeguarding update.

Classroom Teachers

- Teach to the National Curriculum
- Follow AFL cycle to plan
- Use DIRT to move learning on
- Provide appropriate feedback
- Manage behaviour using policy
- Accountable for H & S in Classroom
- Accountable for Pupil Progress
- Accountable for a beautiful classroom environment.
- Support Ethos of the School
- Create positive environment
- Write reports and attend PTC
- Direct TAs
- Attend at least 1 whole school event run by the Friends of Larkrise.

Classroom TAs

- Support children under teacher direction
- Support SEN and PP children on carpet
- Clerical support including photocopying and organising work
- Administer First Aid—complete paperwork
- Complete playground slips
- Play games at playtime
- Mark homework

Learning Mentor(s)

- Follow behaviour policy
- Supervise all children and repair to reintroduce to class
- Run focussed intervention with SENCO to support pupils with complex behavioural needs
- Promote positive behaviour
- Provide reports for Head on behaviour trends
- Induct new arrival pupils
- Support in class when necessary
- Team Teach training
- Liaise with other schools to run external Team Teach training to generate revenue.

SEN TAs

- Work to daily timetable
- Monitor targets
- Help set new targets
- Personal care if agreed
- Keep daily/weekly records
- Prepare resources
- Social stories alongside teacher
- Follow outside agency advice
- Administer assessment tests QCS, Reading ages etc

Office Staff

- Record lates
- Dinner money and Educational visits
- ASC and Day care
- School email
- Communicate with parents
- Post
- Daily diary Head
- Weekly board
- Contact non attendees daily.

Medical Lead

Stephen Dempsey

- Medicines—forms, administrating
- Medical room
- TA training
- Resources
- Personal care

HLTA

- PPA cover
- Model good practice
- Manage behaviour
- Organise TA cover at lunchtimes etc