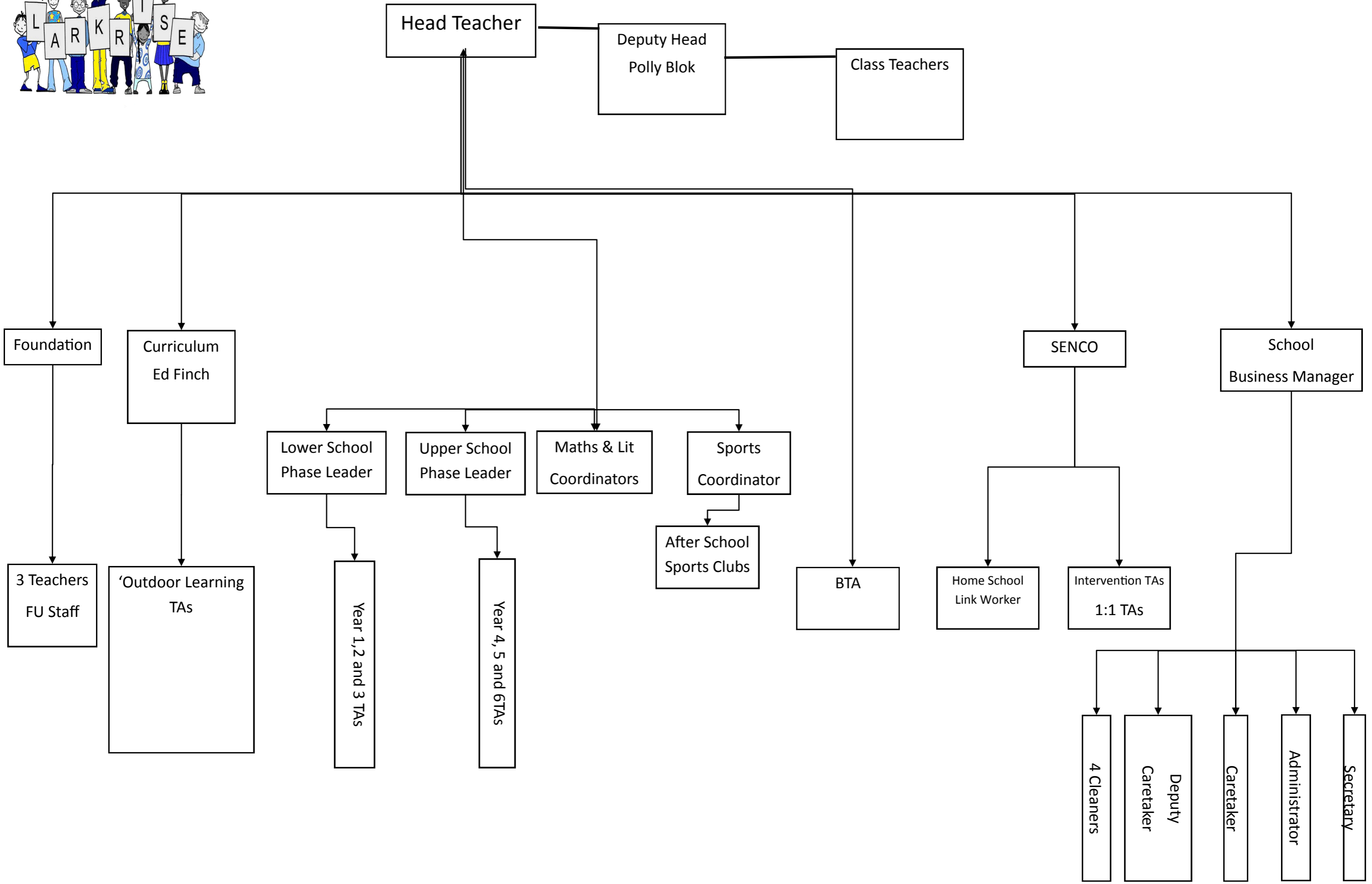


# Line Management Diagram



## Acting Headteacher—Charlotte Stewart

- Personnel
- Behaviour
- Communication internal
- PP Spending
- Educational Visits
- Performance Management
- Pupil Progress meetings
- Teaching and Learning
- Attainment and Progress
- Statutory Assessment
- Child Protection (YE lead)
- Organising Supply cover
- Assessment and Data
- Reports to Governors
- Friends of Larkrise
- CPD

# January 2018

## Deputy Headteacher x2 days = Ed Fiinch (Thursdy and Friday)

- External communication
- Reporting parents—new PTC format
- Advertising School—getting Nursery Numbers up
- Coordinating prospectus
- Ensuring website and policies compliant
- Recruitment—including organising Fayre/safer recruitment
- Accountable for tracking progress and ensuring Y5 Action plan is embedded
- ICT
- School Forum
- Project manage a change team

## Deputy Headteacher x3 days—Polly Blok (Monday, Tuesday and Wednesday)

- Line managing teaching staff
- Teaching and Learning in collaboration with AHT
- Leading Triangle Coaching and IRIS
- Behaviour including leading the Hub facility
- Marking and Feedback—DIRT across curriculum
- Lead Attendance to ensure 97% attendance this year
- Oversee the Change Team Project
- Behaviour Year 1—ensuring Action Plans are embedded
- Accountable for tracking progress and ensuring ALL Action plans are embedded
- Appraisal - TAs, FSW, Office staff (until SBM settled)
- Managing SENCO
- Ensure effective timetabling of staff

## Senior Leadership Team

### Foundation Stage Lead

**Holly Marriott**

- Curriculum EYFS
- Data and assessment
- Communication/transitions
- Provision
- Appraisal - FS classroom TAs
- TA organisation
- Continued provision Y1—Action Plan

### Family Support Worker

**Yvonne Elder**

- Child Protection/Safeguarding
- Attendance
- Parent workshops—Witney College Adult Learning
- CAF/TAC/Parenting Courses/Family learning
- Hub referrals
- Pastoral support - relax kids, drawing & talking
- Producing Care Plans with Parents
- Safeguarding Induction Support Staff
- Project manage change team

### SBM

**Rachel Forsyth**

- Finance
- Site
- Health and Safety
- Personnel
- MIS systems
- Central Record
- Safer Recruitment
- Appraisal - site manager and cleaners, Office Staff

### Literacy

**Gemma Golds**

- Literacy Curriculum
- Book Scrutinies—reports to Governors
- Literacy Curriculum Coverage
- Lesson Demos
- Data Tracking with Deputy
- Ordering/auditing resources
- Writing days
- Support NQTs
- Year 1 Phonics Test
- Accountable for Literacy attainment and progress throughout school

### Maths

**Fiona Clark**

- Maths Curriculum - White Rose
- Book Scrutinises—reports to Governors
- Maths Curriculum Coverage
- Lesson Demos
- Lesson Observations
- Data Tracking with Deputy
- Ordering/auditing resources
- Investigation days
- Support NQTs
- Year 6 SATS—accountable for ensuring Y6 Action Plan fir 75% combined is in action
- Accountable for Maths attainment and progress

Upper School and Lower School Phase Leaders will be invited to attend SLT meetings when attainment and progress focus.

**Middle Leaders**

**SENCO**  
**Ann Howden**

- Pupil profiles/EHCPs
- Annual Reviews
- Provision mapping & interventions
- SEN CPD
- Outside agencies
- Managing SEND TAS
- TA appraisals SEND TAS
- TACS when appropriate
- LAC—PEPs, gov report
- SEND pupil progress meetings
- Hub in collaboration with SLT

**Lower School Leader (Y1-3)**  
**Olivia Sellinger**

- Celebration Newsletter information for EF
- Organising TAs—phone calls in morning
- Monitoring Classroom Learning Environment
- Lead Teacher
- Playtime rotas/ICT/Hall/Library
- Organise TAs Educational Visits
- Order text books end of year
- Phase meetings
- Class Assembly rota (2 class 1 performance)
- Coordinate transition days
- Jointly accountable for Lower School Y2 SATs progress and attainment
- Jointly accountable for Y1 Phonics

**Upper School Leader and Student Mentor (Y4-6)**  
**Rachel Johnston**

- Celebration Newsletter information for EF
- Organising TAs—phone calls in morning
- Monitoring Classroom Learning Environment
- Lead Teacher
- Playtime rotas/ICT/Hall/Library
- Organise TAs Educational Visits
- Order text books end of year
- Phase meetings
- Class Assembly rota (2 class 1 performance)
- Coordinate transition days
- Accountable for Y4 progress and attainment
- Mentor to NQT and Y5 Unqualified teacher

**PE coordinator**

<b>Fio-</b>		<b>na</b>
	Fiona Deyes	Hannah Ahmad
	Competitive sports	Physical Activity to improve mental health interventions
	After School Clubs	Developing Healthy Eating Policy
	Assessment	Reducing Obesity levels
	Curriculum PE	Sports Premium Funding
	Auditing and ordering curriculum	Sports Day
	Sports Day	Staff training
	Staff training	

**SCIENCE**  
**Hannah Nielsen**

- ◆ Monitor Science resources
- ◆ Provide training for staff on Science Curriculum
- ◆ Monitor Science teaching and learning.

## Classroom Teachers

- Teach to the National Curriculum
- Follow AFL cycle to plan
- Use DIRT
- Provide appropriate feedback
- Manage behaviour using policy
- Accountable for H & S in Classroom
- Accountable for Pupil Progress
- Support Ethos of the School
- Create positive environment
- Write reports and attend PTC
- Direct TAs
- Attend at least 1 whole school event
- Pupil profiles—following SENCO advice
- SEND paperwork—trigger sheets, external reports
- Plans for 1:1 TAs
- Provide quality first teaching

## 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
- Follow class teachers planning
- Plan resource and run interventions with SENCO support

## BTA Julie Webber

- Follow behaviour policy
- Supervise all children and repair to reintroduce to class
- Promote positive behaviour
- Provide reports for Head on behaviour trends
- Induct new arrival pupils
- Keep behaviour records up to date and enter into SIMS
- Minute TACS if appropriate

## 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
- Plan resource and run interventions with SENCO support

## HLTA—Medical Abi Andrews

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

## Nurture Group—Forest School—Phil Pritchard

- Ensure that the Forest School site is safe and secure.
- Have good communication lines with all teaching staff and SENCO to discuss progress of target children.
- Ensure appropriately staffed for each Forest School session.

## Office Staff

- Record lates—be tough on attendance
- Dinner money and Educational visits
- ASC and Day care
- School email
- Communicate with parents
- Post
- Daily diary Head
- Weekly board

## HUB Worker—Tom Heydon

- Ensure that the emotional needs of target pupils are met through the delivery of focussed sessions.
- Ensure that positive behavioural plans are in place and develop positive handling plan policy.
- Ensure that risk assessments are in place—for target pupils
- Liase with parents and carers to ensure that these children receive specialist provision.
- Track the progress these pupils make.