

# **STAFF STRUCTURE & RESPONSIBILITIES**

## **23-24**

## LEADERSHIP TEAM

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Mr M Canham	MCA	Headteacher	Pastoral Support Guidance and Achievement Innovator / Data / Timetable / Safeguarding Lead / Curriculum Development / Curriculum Sponsor Science
The Rev L Bannon	LBA	Assistant Headteacher	Work Related Learning / CPD Co-ordinator / School Appeals / Marketing and Admissions School Self Evaluation / SLSP Lead
Mrs L Burton	LBU	Assistant Headteacher	Lead Professional on the Development of Christian Distinctiveness / Curriculum Sponsor for Humanities / ECT Leader
Mr J Cartledge	JCA	Assistant Headteacher	Curriculum Leader ECAD / School / Parent Curriculum Link / Cultural Capital Co-ordinator
Mr J Gordon	JAG	SLT Consultant	Teaching & Learning Assistant
Miss K Griffiths	KGR	Assistant Headteacher	Curriculum Leader English / Curriculum Sponsor Maths and HSCEY / Appraisal & Reviews Co-ordinator/ Lead on T&L
Mr P Joplin	PJO	Assistant Headteacher	Early Professional Development Co-ordinator/ Designated Teacher for CLA/ Character Development
Mrs S Rogers	SRO	Business Manager	Finance, HR, Admin, Catering, ICT, Facilities Management, Compliance and Health & Safety
Mr A Smith	ASM	Assistant Headteacher	Lead Professional for Pastoral / Deputy Safeguarding Lead

# ENGLISH

Mrs E Allum	EAL		Miss N Holden	NHO	
Miss S Barney	SBA	English Progress Leader for KS4 and Achievement Leader for English	Miss D Jones	DJO	
			Mrs C Langcake	CLA	
Miss A Blackwell	ABL	Subject Leader for Media	Miss S Milosevic	SMI	
Ms S Calder	SCA	Key Stage 3 Coordinator	Mr L Power	LPO	
Mr L Casella	LCA		Miss N Ryan	NRY	
Miss S Coombs	SCO	Pupil Progress Leader Year 10	Miss J Smethurst	JSM	
Miss S Hastings	SHA	ECT1	Miss K Topham	KTO	Teacher Development Lead English
Miss K Gooding	KGO		Miss G Warrington	GEW	
Mrs C Goaten	CGO	EAL & Literacy Support Coordinator	Mr M Williams	MRW	
Miss K Griffiths	KGR	Assistant Headteacher/ Curriculum Leader English / Curriculum Sponsor Maths and HSCEY/ Appraisal & Reviews Co- ordinator/ Lead on T&L	Mrs S Wilson	SAW	Professional Mentor for Initial Teacher Education

# MATHS

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Miss P Anderton	PAN	Lead for Assessment & Additional Provision in Maths	Mrs H Higginson	HHG	
			Ms F Holmes	FHO	ECT1
Miss L Arrowsmith	LAR		Mr E Jackson	EJA	ECT1
Mrs S Arthur	SAR	Director of Maths	Miss K Jones	KJO	
Mr D Barnett	DBA	ECT1	Miss L Lake	LLA	
Ms K Barrow-Higgins	KBH	Lead Teacher of Maths	Mrs J Pettener	JPE	Strategic Leader for Maths, Science and Computing
Mr A Bell	ABE	Lead for Interventions in Maths	Miss E McCracken	EMM	KS3 Co-ordinator for Maths
Miss K Davies	KDA		Mr H Perkins	HPE	Y8 APPL - ECT2
Miss H Davis	HDA	ECT1	Mr D Roberts	DRO	
Mrs S France	SFR		Miss R Schofield	RSC	
Mr J Harkness	JHA	Pastoral Support			

## SCIENCE

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Mrs F Biddlestone	FBI	KS3 Coordinator for Science	Mr A Mclachlan	AML	
Miss E Dumbill	EMD		Mrs J Pettener	JPE	Strategic Leader for Maths, Science and Computing
Mrs D Hersey	DHE		Mr I Philcock	IPH	Curriculum Leader for Science
Mrs A Hood	AIH	Data and Assessment Assistant/ Strategic Science Coordinator	Mrs M Prasad	MPR	
Mrs J Howarth	JHO		Mr A Smith	ASM	Assistant Headteacher - Lead Professional for Pastoral
Miss E Jones	EJO	Pupil Premium Outreach & Liaison Teacher	Mrs J Taylor	JTA	Curriculum Leader for Science
Miss S Kelly	SKE	Curriculum Leader for Science	Miss N Turnbull	NTU	ECT1
Miss N Marsland	NMA		Mr W Woolley	WWO	ECT1

## RELIGIOUS STUDIES

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Rev L Bannon	LBA	Assistant Headteacher / Work Related Learning / CPD Co-ordinator / School Appeals / Marketing and Admissions School Self Evaluation
Mrs L Burton	LBU	Assistant Headteacher / Lead Professional on the Development of Christian Distinctiveness/ Curriculum Sponsor for Humanities
Mrs A Keegan	AKE	Assistant Teaching & Learning Lead
Mrs S Miller	SUM	
Mrs D Murphy	DMU	
Miss R Turner	RTU	ECT1
Mrs H Wilton	HWI	RS Subject Leader
Mrs N Woods	NWD	

# GEOGRAPHY

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Mr B Guest	BGU	
Miss N Joyce	NJO	Assistant Curriculum Leader for Humanities
Miss A Palfrey	APA	Curriculum Leader for Humanities Geography Subject Leader
Miss M Roberts	MRO	ECT1
Mr R Paul	RPA	ECT1

## HEALTH & SOCIAL CARE

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Mrs D Kennedy	DKE	Subject Leader Health and Social Care/ BTEC Internal Verifier
Miss F Tynan	FTY	SEND Teaching & Learning Leader
Miss V McNamara	VMC	

## PSHE

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Mrs S Miller	SUM	Subject Leader PSHE
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## MUSIC / PERFORMING ARTS

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Mr L Fenney	LFE	
Miss D Jones	DJO	Curriculum Leader for Performing Arts
Miss V McNamara	VMC	
Mr S Payne	SPA	

## ICT & COMPUTER SCIENCE

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Mr S McArdle	SMC	
Mrs J Pettener	JPE	Strategic Leader for Maths, Science and Computing
Miss A Wharton	AWA	ECT1

## MODERN FOREIGN LANGUAGES

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Mrs G Bateman	GBA	
Mrs L Bentley	LBE	ECT2
Mrs L Goodridge	LGO	
Miss S Harrington	SHR	ECT1
Mrs V Lewis	VLE	KS4 Co-ordinator
Miss J Parkinson	JPA	Curriculum Leader for MFL
Mr C Riding	CRI	Pupil Engagement Coordinator
Miss K Swan	KSW	

## ENGINEERING, CREATIVE ARTS & DESIGN

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Mr J Cartledge	JCA	Assistant Headteacher/ Curriculum Leader ECAD / School/ Parent Curriculum Link/ Assistant Pupil Premium Co-ordinator/ Cultural Capital Co-ordinator
Mrs N Cartledge	NCA	Subject Leader for Food Technology
Mr S Dunbar	SDU	
Mr L Forrester	LEF	Subject Leader for Craft & Three Dimensional Design
Mrs C Jones	CJO	ECAD Monitoring Assessment and Review
Mrs R Leahey	RLE	
Mrs R Simpson	RSI	
Mr D O'Neill	DON	
Mrs L O'Neill	LON	
Miss I Watson	IWA	ECT1

# PHYSICAL EDUCATION

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Mr H Crowe	HCR	Pupil Progress Leader Year 9	Miss S Rapple	SRA	
Mrs L Earlam	LEA		Mr R Stead	RST	Pupil Progress Leader Year 7
Mr S Hulse	SHU	Pupil Progress Leader Year 10	Miss F Tynan	FTY	Teaching and Learning Leader-SENCO
Mr P Joplin	PJO	Assistant Headteacher / Early Professional Development Co-ordinator/ Designated Teacher for CLA/ Character Development	Mr J Yarranton	JYA	Curriculum Leader for Physical Education
Mr K Lynch	KLY				
Miss V McNamara	VMC				
Miss L Quigley	LQU	Pupil Progress Leader Year 8			

## PUPIL PROGRESS LEADERS

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Mr R Stead      RST      Y7 PPL

Mrs A Kasha      AKA      Y7 APPL

Mrs B Irving      BIR      Y7 APPL

Miss L Quigley      LQU      Y8 PPL

Mrs S Ward      SWA      Y8 APPL

Mr H Perkins      HPE      Y8 APPL

Mr H Crowe      HCR      Y9 PPL

Mrs S Burke      SBU      Y9 APPL

Mr S Hulse      SHU      Y10 PPL

Miss S Hughes      SHG      Y10 APPL

Miss S Coombs      SCO      Y11 PPL

Mr A Hesketh      AHE      Y11 APPL

## PASTORAL SUPPORT TEAM

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Mrs S Burke	SBU	Pastoral Support & Intervention Post, Y9 APPL
Ms K Douglass	KDO	Pastoral Support
Mr J Harkness	JHA	Pastoral Support
Mr J Hennessey	JHE	Pastoral, Wellbeing Support Officer / AP – Westlake

# PUPIL SUPPORT TEAM

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Miss G Baker	GMB	LHWC
Mr G Simpson	GSI	Social Inclusion Officer
Mrs D Stewart	DST	Additional Needs Support Officer

# LEARNING MENTORS

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Ms J Ashbrook	JAS	
Miss G Baker	GMB	LHWC
Ms K Douglass	KDO	
Mrs S Ward	SWA	



## **PUPIL COUNSELLOR / WELFARE OFFICER / HSLO**

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Miss J Scott	JSC	PP Counsellor / Welfare
Miss S Hughes	SHG	PP Counsellor / Welfare
Mrs S Goddard	SG1	Additional Needs Parent/Carer Liaison Leader
Miss E Jones	EJO	Pupil Premium Outreach & Liaison Teacher

# COVER SUPERVISORS

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Miss M Edwards-Sutton	MED	
Mrs H Hill	HHI	
Miss L Hughes	LHU	ECO Coordinator
Mr D Kennedy	DKN	
Miss N Marsland	NMA	
Mr P Radford	PRA	
Mr T Wheeler	TWH	

## TEACHING ASSISTANTS

Mrs C Gilroy	CEG	HLTA	Mrs J Wallwork	JWA	TA2	Mrs S Raftery	SMR	TA1
Mr M Bianco	MBI	TA3 (delivering Tier 2 intervention)	Mrs J Anderton	JAN	TA1	Miss O Ryan	ORY	TA1
Mrs A Clewlow	ACL	TA3	Miss E Engle	EEN	TA1	Miss C Settle	CSE	TA1
Miss E Duller	EDU	TA3	Mr G Evans	GEV	TA1	Mrs C Smith	CSI	TA1
Miss D Evans	DME	TA3	Mrs L Hodgson	LHD	TA1	Miss S Vince	SVI	TA1
Mrs J Godfrey	JGO	TA3	Mrs M Makin	MAM	TA1	Mr D Walker	DWA	TA1
Mrs S Goddard	SG1	TA3	Mrs L Mason	AMA	TA1	Miss E Watterson	EWT	TA1
Mrs R Hilton	RHI	TA3	Mr R McBride	RMC	TA1 / PE SEND Enrichment Coordinator	Mrs Heather Yuregir	HYU	TA1
Miss N Sarathchandra	NSA	TA3	Mrs D McKay	DMC	TA1			
Mrs A Smith	AMS	TA3 / Temporary Careers Leader/ Coordinator	Miss C Melay	CME	TA1			
Mrs D Cox	KDC	TA2	Ms T Mohylina	TMO	TA1			
Mrs J McHale	JNM	TA2	Miss J Paterson	JPT	TA1			
Mrs L Rule	LR	TA2	Mr C Parker	CPA	TA1			
			Ms A Richards	ADR	TA1			

## FINANCE, PAYROLL & PERSONNEL

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Mrs S Rogers	SRO	Finance, HR, Admin, Catering, ICT, Facilities Management, Compliance and Health & Safety
Mrs A Bestwick	ABS	Admin Assistant- HR, Payroll, Pension, Finance & Facilities
Mrs V Lavin	VLA	Senior Personnel & Payroll Officer
Mrs F Lloyd	FLL	Personnel Officer
Miss A Pharoah	APH	Finance Manager
Mrs R Rowlands	RRO	Finance Officer

## ADMINISTRATIVE SUPPORT

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Mrs A Cashmore	ACA	Administrative Officer/ Responsible for Cover
Miss M Fergusson	MFE	Receptionist & Admin Assistant
Mrs T Jordan	TJO	Headteacher's PA & Clerk to Governors
Mrs D Lamb	DEL	Administrative Officer/ Including Pupil Data
Miss L Malam	LMA	Attendance Officer
Mrs C Smith	CSM	Admin Assistant
Mrs J Woods	JWO	Receptionist & Admin Assistant
Mrs R Fitzgerald	RFI	Inclusion Administrative Officer

# ICT SUPPORT TEAM

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Mr D Kell	DAK	ICT Operations and Development Manager
Mr J Clark	JCK	Senior ICT Support Technician
Mr C Penketh	CPE	Senior ICT Support Technician

# PREMISES & HEALTH AND SAFETY

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Ms J Walker	XJW	Operations Manager
Mr L Dalton	LDA	Premises Officer
Mr J Kielty	JKI	Standards Officer
Mr P May	PMA	Premises Project Officer
Mrs C Stubbs	CST	Operations Officer
Mr N Woods	NWO	Premises Officer
Mr C Hall	CHL	Health & Safety Officer

# EXAMINATIONS

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Mrs C Evans	CAE	Exams and Data Manager
Mrs E Cretney	ECR	Data & PP Administrator
Miss P Morton	PMO	Exams and Data Officer Plus Assessor for Access Arrangements



## TECHNICIANS / RESOURCE ASSISTANT

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Mr G Gaddas	GGA	Science
Mrs E Hammond	EH	Science
Mr A Theobald	ATH	Science
Mrs G Stuart	GMS	Science
Mr M Hughes	MHU	Technology
Ms H Revans	HRE	Food Technology
Mr D Truman	DTR	PE
Mrs A KIELTY	AKI	Maths & Humanities
Mrs E Cretnay	ECR	English & MFL
Miss S O'Neill	SON	Art
Mrs N Landrum	NLA	Reprographics

# FARM TEAM

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Mr James Hennessey	JHE	Farm Manager and Outdoor AP Lead
Miss H Cole	HCO	Assistant Farm Manager
Mrs A Kielty	AKI	Farm Technician
Mr A Sykes	ASY	Farm Ranger

## CATERING

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Mr I Langley	ILA	Catering Development Manager	Miss H Lawton	HLA	Catering Assistant
Mrs M Clifton	MCL	Catering Supervisor	Mrs M Leyland	MLE	Catering Assistant
Miss B McDonald	BMC	Catering Supervisor	Mrs C Lowe	CLO	Catering Assistant
Mrs S Cadden	SCD	Catering Assistant	Miss H Phillips	HPH	Catering Assistant
Mrs C Davies	CDA	Catering Assistant	Mrs M Piercy	MPI	Catering Assistant
Miss J Davies	JDV	Catering Assistant	Mrs J Riley	JRI	Catering Assistant
Mrs M Diable	MDI	Catering Assistant	Miss L Welsh	LWE	Catering Assistant
Mrs K Elrick	KEL	Catering Assistant	Mrs J Skidmore	JSK	Catering Cleaning Support

## CLEANERS

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Mr T Casey      TAC

Mrs G Charlton      GEC      Cleaning Supervisor

Mrs G Davies      GMD

Mrs M Diable      MDI

Mrs K Elrick      KEL

Mrs L Flaherty      LFL

Miss J James      XJJ

Miss J Kieran      JAK      Lunchtime Supervisory  
Assistant

Miss H Lawton      HLA

Mrs C Lowe      CLO

Mrs S O'Hare      SJO

Miss P Ormond      XPO

Miss M Orton      MOR

Mr C McCallen      CMC

Miss J Riley      JRI

Mrs M Tyrrel      MTY

Mrs T Wingfield      TWI

# SPORTS COMPLEX

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Miss D Ryan	DRY	Sports Complex Manager
Miss L Taylor	LTA	Sports Cleaner/Attendant

# CHAPLAINCY TEAM

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## **St Mary's Church Upton**

Rev A Ham

Mr M Kydd

Miss B Johnson

Mrs C Farrell

Mr I Wilson