

## TRA Staffing Structure (2018/19)

### Senior Leadership Team

<u>Member of staff</u>	<u>Role</u>	<u>Areas of responsibility</u>
Mr John Armitage	<b>Headteacher</b>	Leadership and Management, School Self-evaluation & improvement, Monitoring cycle, Policy Review, Performance Management – SLT / MS to UPS teachers & TEAS, CPD, Standards analysis, HR/Staffing, Admissions, Public Relations, Governance, Ethos, Resource Management / timetabling, School brochure and promotional materials
Mrs Katie Turnbull	<b>Deputy Headteacher</b> Responsible for Outcomes for Pupils	Outcomes for pupils, Data Management and analysis, Moderation, SATS arrangements, Groups analysis & provision, Reporting, NQT/ITT training placements and induction, Phase Leader management, Performance Management – Phase Leaders / UPS, Day to day function of the school
Mrs Angela Galey	<b>Assistant Headteacher</b> Personal Development, Behaviour and Welfare Lead Professional	Personal development, Pupil welfare, Behaviour & Reward, SMSCD, Pupil Transition/Induction, Pupil Voice/Community Contribution, Attendance Tracking & Analysis, Family Offer, Wrap Around Care, Mental Health, Careers, Management of Pastoral & Safeguarding Team, Performance Management – Wrap-around staff & Bus
Miss Lily Unsworth	<b>Assistant Headteacher</b> Teaching, Learning and Assessment Lead Professional	Teaching, Learning and Assessment, Teacher Mentoring & Development, Performance Management – MS teachers & PPA L3TA's, Book Scrutiny, Curricular Provision, Subject Leader Development, Extended Curriculum, Enrichment & Events Co-ordinator, Marking and Feedback, Educational Visits Co-ordinator
Mrs Jo Thurland	<b>Designated Safeguarding Lead Professional (DSL)</b>	Safeguarding / Child Protection, Social Services Liaison, LAC Designated Teacher, Young Carers Champion, Radicalisation Lead
Miss Libby Truby	<b>Special Educational Needs Co-Ordinator (SENCO)</b>	SENCO, Agencies Liaison, Provision Mapping, Equality, Support Staff Development, Supporting, Pupils with Medical Needs, Performance Management –L3/L2/L1 TA's

\*Safeguarding – Deputy DLS 1 = Mrs Sam Alexander; Deputy DSL 2 = Mrs Angela Galey; Deputy DSL 3 = Mr John Armitage; Deputy DSL 4 = Mrs Katie Turnbull.

<u>Member of staff</u>	<u>Role</u>	<u>Areas of responsibility</u>
Mrs Natalie Jeffries	<b>Early Years Phase Leader</b>	Manage phase (Consistency of approach, meeting deadlines, curriculum developments, monitoring, moderation , implementation of SLT guidance, Display and environment)
Mrs Kathy Elvy	<b>Key Stage 1 Phase Leader</b>	Manage phase (Consistency of approach, meeting deadlines, curriculum developments, monitoring, moderation , implementation of SLT guidance, Display and environment)
Miss Sarah Sculthorpe	<b>Lower Key Stage 2 Phase Leader</b>	Manage phase (Consistency of approach, meeting deadlines, curriculum developments, monitoring, moderation , implementation of SLT guidance, Display and environment)
Miss Charlotte Mawson	<b>Upper Key Stage 2 Phase Leader</b>	Manage phase (Consistency of approach, meeting deadlines, curriculum developments, monitoring, moderation , implementation of SLT guidance, Display and environment)

**Upper Pay Scale Teaching Staff**

<b><u>Member of staff</u></b>	<b><u>Area of responsibility</u></b>	<b><u>Curriculum Leader</u></b>	<b><u>UPS responsibility</u></b>
Miss Kathy Elvy	Phonics tests / groups	Phonics (English team)	Development Mentor (lead triad, colleague/NQT mentor support)
Mrs Emma Wright	Spiritual Development Activities	RE (SMSDC team)	Development Mentor (lead triad, colleague/ITT mentor support)
Mrs Charlotte King	Inclusion	Shadow SENCO (SEN team)	Development Mentor (lead triad, colleague/ITT mentor support)
Mrs Celia Senior	Fair trade	History (Humanities team)	Development Mentor (lead triad, colleague/ITT mentor support)
Mrs Carolyn Whinfield	Peer mentoring	Achievement Champion - Marvellous me	Development Mentor (lead triad, colleague/ITT mentor support)
Mrs Karen Mellard	Accelerated Reader	Curricular Reading (English team)	Development Mentor (lead triad, colleague/ITT mentor support)
Mrs Emily Wells	Performance	Writing (English team)	Development Mentor (lead triad, colleague/ITT mentor support)
Mrs Rachel Campbell	Developing Experts	Science Experiments and knowledge (Science & Tech team)	Development Mentor (lead triad, colleague/NQT mentor support)
Miss Abby Blackburn	Handwriting scheme	Writing (English team)	Development Mentor (lead triad, colleague/NQT mentor support)
Miss Charlotte Mawson	Guided Reading	Reading Comprehension (English team)	Development Mentor (lead triad, colleague/NQT mentor support)

ChK = Tuesday to Friday

**Main Pay Scale Teaching Staff**

<b><u>Member of staff</u></b>	<b><u>Area of responsibility</u></b>	<b><u>Curriculum Leader</u></b>
Miss Melanie Chapman	Community contribution activities	Social Development (SMSDC team)
Mr Andrew Morris	Outdoor Learning	Science Investigation (Science & Tech team)
Mrs Natalie Jeffries	Tapestry	EY Curriculum
Mrs Jennifer Salt	Music tuition	Music (Arts team)
Miss Mica Cockerill	Spelling scheme	SPAG (English team)
Miss Laura Staples-Clough	Display	Art & Design (Arts team)
Miss Ashley Jones	Spoken Language	MFL (Arts team)
Mr Sam Ellis	Critique	Problem Solving & Reasoning (Maths team)
Miss Amy Waller	E-safety	Computing (Science & Tech team)
Miss Victoria Denham	Mathletics	Calculations (Maths team)
Miss Sarah Sculthorpe	Enterprise	DT (Science & Tech team)
Mr James Park	PLT/Competitions	PE (PE team)
Miss Anna Taylor	Number formation	Fluency (Maths team)
Mr Adam Platten	Eco-schools	Geography (Humanities team)

JS = Tuesday to Friday

\* Curriculum leaders are responsible for: Overview of subject provision, Managing Budgets, Budget Impact Reports including Action Plans and Evaluations, Data Analysis, Promotion of Subject in Curriculum and Extended Curriculum, Resource Audits and Ordering, Staff CPD, Kitemark Applications, Projects.

**Teaching Assistant Level 3 (PPA Cover)**

<b><u>Member of staff</u></b>	<b><u>Resource responsibility</u></b>	<b><u>Extended provision</u></b>
Mrs Joanne Roberts	Nature Garden	Prep. time
Mr David Longstaff	Allotment	Prep. time
Mrs Rachael Trowles	Outdoor Classroom	Prep. time

JR = (30 hours per week) = Tuesday to Friday 8:30am – 4:30pm

DL = (30 hours per week) = Tuesday to Friday 8:00am – 4:00pm

**Speech, Language and Communication Advisor**

<b><u>Member of staff</u></b>	<b><u>Resource responsibility</u></b>	<b><u>Extended provision</u></b>
Mrs Tina Dodds	Speech and Language Resources	Clubs (Display/PPA Thursday)

TD (37 hours per week) = Monday, Tuesday, Thursday, Friday 8:30am – 4:30pm, Wednesday 10:00am – 5:30pm

**Personal Development and Family Well-being Advisor**

<b><u>Member of staff</u></b>	<b><u>Resource responsibility</u></b>	<b><u>Extended provision</u></b>
Mrs Sam Alexander	Personal Development Resources, Deputy DSL	Clubs (Detention Thursday/Friday)

**Teaching Assistant Level 2**

SEN interventions (Global intervention model), Independent learning strategies in class support, phonics EY/KS1, Accelerated Reader Champion, doors, resources, display, clubs.

<b><u>Member of staff</u></b>	<b><u>Resource responsibility</u></b>	<b><u>Extended provision</u></b>
Miss Rachel Musgrave	EYFS Resources	Early Years
Mrs Susan Woodcock	Social Development Resources	Early Years
Miss Nina Mallaburn	Art/DT Resources	Clubs
Mrs Julie Thornton	EYFS Resources	Club / Early Years
Mrs Alison Naisbitt	EYFS Resources	Club / Early Years
Mrs Claire Owen	RE Resources	Club / Early Years
Mrs Andrea Bamber	Maths Resources	Clubs
Mr Kevin Risetto	PE KS2 Hall Resources / Changing rooms	Clubs
Mrs Kath French	AR / Guided Reading Books	Clubs (Medical Friday)
Mrs Sharon Swainston	Writing Resources	Clubs (Display Tuesday)
Mr Stuart Shields	Music Resources	Clubs
Mrs Nicola Johnson	Topic Book Boxes	Clubs (Display Tuesday)
Mrs Paula Hill	MFL Resources	-
Mrs Maureen Spencer-Brown	SPAG Resources	-
Mrs Gillian Ward	DT/Art Books	Clubs (Display Tuesday)
Mrs Rebecca Kelly	AR / Guided Reading Books	Clubs
Mrs Dawn Cornish	Geography Resources	Clubs
Mrs Ewa Kaszuba	EAL Resources	Club (Display/PPA Thursday, Friday)
Mrs Mel Cartwright	Certificates & Rewards Folder/ Top Trumps	-

Ssh (37 hours per week) Monday, Thursday 8:15am – 4:30pm; Tuesday, 8:15am – 4:30pm; Wednesday 8:15am – 3:00pm; Friday 8:30am – 4:30pm

EK (33 hours per week) = Monday, Tuesday 8:40am – 3:40pm; Wednesday 9:00am – 4:30pm; Thursday, Friday 8:40am – 3:40pm

MC (32 hours per week) = Monday 8:30am – 3:00pm, Tuesday 8:30am – 4:30pm; Wednesday, Thursday, Friday 8:30am – 3:10pm

GW (30 hours per week) = Tuesday to Friday 8:30am – 4:30pm

SSW (30 hours per week) = Tuesday to Friday 8:30am – 4:30pm

NJ (30 hours per week) = Tuesday to Friday 8:30am – 4:30pm

PH (20 hours per week) = Tuesday, Thursday 8:30am – 3:15pm; Wednesday 8:30pm – 4:30pm

MSB (20 hours per week) = Tuesday 9:00pm – 4:30pm; Thursday, Friday 8:30am – 3:30pm

**Nursery**

SW (37 hours per week) = Monday, Wednesday, Thursday, Friday 8:00am – 3:45pm; Tuesday 8:00am – 4:30pm

RM (37 hours per week) = Monday, Wednesday, Thursday, Friday 9:00am – 5:00pm; Tuesday 9:00am – 4:30pm

Phase Meeting day

### **Teaching Assistant Level 1**

Targeted support, SEN interventions, phonics EY/KS1, doors, resources, display, clubs.

<b><u>Member of staff</u></b>	<b><u>Resource responsibility</u></b>	<b><u>Extended provision</u></b>
Mrs Helen Ellsworth	Phonics Resources	Clubs
Mrs Fran Coad	AR / Guided Reading Books	Clubs (Display Tuesday)
Miss Adele French	Science Resources	Clubs
Miss Emily Miller	History Resources	Clubs
Miss Beth Edgerley	PE Outdoor Store Resources	Clubs (Detention Friday)

FC (30 hours per week) = Tuesday to Friday 8:30am – 4:30pm

Teaching Assistant working hours: (All full days include a half hour unpaid lunch)

Reception / Key Stage 1 / IMPS TA (37 hours per week) = Monday, Wednesday, Thursday, Friday 8:30am – 4:30pm, Tuesday 8:30am – 4:00pm

Key Stage 2 TA (37 hours per week) = Monday, Tuesday, Thursday, Friday 8:30am – 4:30pm, Wednesday 8:30am – 4:00pm

Phase Meeting day

### **Administration Team**

<b><u>Member of staff</u></b>	<b><u>Role</u></b>	<b><u>Areas of responsibility</u></b>
Mrs Mandy Denton	School Administration Manager	Line Management and performance management of Admin staff, PA to Headteacher/SLT, Collating Reports, minute taking, Bid writing, Management of parent mailing systems, Census and data returns, Purchase Orders, Parent Online Payments, Staff Timesheets, Recording Staff Absence, Organising Supply Cover, Premise maintenance statutory checks and record keeping, Health and safety accident reporting, Event Organising, Questionnaires, CPD administration, Assist with First Aid Facebook/Twitter/Newsletter management, , late shift Reception desk first point of contact.
Miss Janette Keogh	Administration Officer (Attendance and admissions)	Attendance Reporting, First Day Calls, Attendance Meetings, Holiday fines, CME referrals, MIS Pupil Information Maintenance, Pupil records and folders, Admissions/Leavers, FSM Applications, Permissions forms, Administration of attendance reports and recording, Collating Exclusion information, School bus applications.
Mrs Ruth McLaren	Morning Receptionist	Reception desk first point of contact, Bump Head Slips, Labels, Meeting Room Bookings, Assist with First Aid, Banking of Dinner Money, Petty Cash, School Email Account, Other General Administrative Duties, Dinner Menu Choices, School Diary, Mail distribution
Mrs Sarah Alton	Afternoon Receptionist	Reception desk first point of contact, Bump Head Slips, Labels, Assist with First Aid, Nursery invoicing, Debtor Invoices, Banking of Nursery Money, School Email Account, Extra Curricular Registers, Admin for Trips, Other General Administrative Duties, Minibus bookings, Shredding
Mrs Dianne Carr	Administration Assistant	Reprographics, , Escort for late pupils, Manage staff CPD area and kitchen, Management of Lost Property/PE kit

Administration team working hours: (All full days include a half hour unpaid lunch)

MD (37 hours per week) = Monday to Thursday 10:30am – 6:30pm, Friday 11am – 6:30pm

JC (37 hours per week) = Monday to Thursday 8:00am – 4:00pm, Friday 8:00am – 3:30pm

RM (25 hours per week) = Monday to Friday 7:00am – 12:00pm

SA (25 hours per week) = Monday to Friday 12:00pm – 5:00pm

DC (10 hours per week) = Monday to Friday 9:00am – 11:00am (9:00am – 9:30am Late gate; 9:30am – 10am

Reprographics; 10am – 11am Lost property and PE kit management)

### **Attendance Officer**

<b><u>Member of staff</u></b>	<b><u>Areas of responsibility</u></b>
Miss Tracy McGuire	Track absence/Potential Persistent Absentees/lates; support reintegration; home visits; attendance promotion; attendance data analysis and reporting; agencies liaison

TM (33 hours per week) = Monday 8:30am – 4:00pm; Tuesday to Friday 8:30am – 3:30pm

**IT Manager**

<b>Member of staff</b>	<b>Areas of responsibility</b>
Mr David Wilson	IT resource management, website management, network management, IT development, curriculum programmes support, access control cards.

IT Support = Monday to Thursday 8:00pm – 4:00pm; Friday 8:00pm – 3:30pm

**Wrap-around Staff**

<b>Role</b>	<b>Staff</b>
Lunchtime Support Assistants	Mrs Dianne Carr, Mrs Fran Charlton-Hague, Mrs Helen Gavey, Mrs Amelie Kaddoura, Mrs Jeanette Leach, Miss Caroline Leak, Mrs Pam Leonard, Miss Sharon Meaney, Mrs June Pass
Out of Hours Assistants (Breakfast Club)	Mrs Dianne Carr, Mrs Helen Gavey, Mrs Jeanette Leach, Mrs Pam Leonard, Mrs June Pass
Out of Hours Assistants (After School Clubs)	Mrs Dianne Carr
Out of Hours Assistants (Youth Club)	Mrs Pam Leonard, Miss Caroline Leak, Mrs Anne Hankin, Mrs Fran Charlton-Hague, Mrs Amelie Kaddoura

LSAs: (11.25 hours per week) = Monday to Friday 11:10am – 1:25pm

Breakfast club: (10 hours per week) = Monday to Friday 7:15am – 9:15am (DCarr – 7am – 9am)

Youth club: (15 hours per week) PL, CL, AH = Monday to Friday 3:15pm – 6:15pm

Youth club: (7.5 hours per week) FCH, AK = Monday to Friday 3:30pm – 5pm

DCarr – Cooking support (3 hours per week) = Wednesday & Thursday 3:15pm – 4:45pm

PLEonard – Playgrounds (2.5 hours per week) = Monday to Friday 2:45pm – 3:15pm

**Catering staff**

<b>Role</b>	<b>Staff</b>
Assistant Unit Manager	Ms Claire Lynch
Catering Assistant	Mrs Joanne Sievers, Mrs Ellen Cooke, Miss Diane Gordon, TBC

Assistant Unit Manager: CL (32.5 hours per week) = 7:00am – 2:00pm – including half hour lunch

DG (27.5 hours per week) = 8:00am – 1:30pm

JS (17.5 hours per week) = 10:00am – 1:30pm

EC (17.5 hours per week) = 10:00am – 1:30pm

TBC (12.5 hours per week) = 11:30am – 2:00pm

**Premises Staff**

<b>Role</b>	<b>Staff</b>
Caretakers	Mr Chris King (Grounds), Mrs Janet Miller (Building), Mr Steve Bell
Cleaning Supervisor	Mrs Janet Miller
Cleaners	Mrs Sue Cresser, Mr Stephen King, Ms Claire Lynch, Mrs Pauline Chapman, Miss Donna Wood, Miss Sara Leconte
Bus driver	Mr Steve Bell, Mr Geoff McArdle
Passenger Assistant	Mrs Jacqueline Roscoe, Mrs Julie Hagger

Caretaker – opening, maintenance, grounds: CK (30 hours per week) = M/Th 6:00am – 2:00pm; – ½ hour lunch

Caretaker – closing, maintenance, testing and checks: JM (24.25 / 10 hours per week) =; M/Th 6:45am – 8:45am, 2:00pm – 6:30pm; F 6:45am – 10am, 1:30pm – 6:30pm

Caretaker: SB (5 hours) = Friday 6:00am – 7:00am; 9:00am – 1:30pm – ½ hour lunch

DWood (10 hours per week) 6:00am – 8:00am

SKing (7.5 hours) 6:30am – 8:00am

PChapman (20 hours per week) 6:00am – 8:00am; 4:30pm – 6:30pm

SLeconte (20 hours per week) 6:00am – 8:00am, 4:30pm – 6:30pm

SCresser (30hours per week) = 6:00am – 8:30am; 3:00pm – 6:30pm

CLynch (10 hours per week) 4:00pm – 6:00pm

Bus drivers (27 hours per week: 22.5 bus and 4.5 swimming + casual visits and sports) = 7am – (9am)end; 3:15pm – (5:45pm)end;

Swimming: Tuesday 9am – 11:45am, Thursday 9am – 10:45am

Passenger Assistants (22.5 hours per week) = 7am – (9am)end; 3:15pm – (5:45pm)end

**Traveller Education & Achievement Support Team**

<b>Member of staff</b>	<b>Role</b>	<b>Areas of responsibility</b>
Mrs Selina Costello	Lead Teacher	GRT commissioning and service offer
Miss Heather Metcalf	Teaching Assistant	GRT resources

**Swift Academies Central Team**

<b>Member of staff</b>	<b>Role</b>
Mr Dean Judson	Chief Executive Officer
Mr Glen Hart	Chief Finance Officer
Mrs Sarah Jones	Trust Business Manager
Mr Andrew Hutton	Trust ICT Manager
Mrs Holly White	Finance Manager
Mrs Anita Jackson	Finance & Admin Officer
Mrs Dawn Wallace	HR Support Officer

**Shared Longfield/Rydal Staff**

<b>Member of staff</b>	<b>Role</b>
Mrs Julie Collishaw	Catering Director
Mr Louis Kneeshaw	Data Manager

**Externally contracted staff**

<b>Role</b>	<b>Staff</b>
TEAS Education Support Officer (0.2)	Mrs Janine Lowther
Cycling trainer	Mr Kevin Kilcullen
Durham Music Service Tuition	Miss Helena Brookes

Externally contracted staff working hours:

ESO: JL = Friday 9am – 3pm (TEAS)

Music tuition = Wed 3:20pm – 4:20pm

### Teaching and Learning structure

Class	Teacher	PPA Cover	TA Support
<b>Nursery</b>			
Nursery	Miss Melanie Chapman = M 7:30 – 1:30, Tu 7:30 – 4:30, Th/F 7:30 – 2:00	PPA Monday 12:30 – 1:30, Tuesday 12:30 – 3:30	Mrs Susan Woodcock Miss Rachel Musgrave
	Mrs Tina Dodds = W 12:00 – 5:30	PPA Monday 11:00 – 12:00, Wednesday 12:30 – 3:30	
<b>Reception</b>			
RJ (Room3)	<b>Mrs Natalie Jeffries</b>	Mr David Longstaff (0.1)	Mrs Julie Thornton
RS (Room1)	Mrs Jenny Salt - 0.8 / Mrs Ewa Kaszuba – 0.2	Mrs Ewa Kaszuba (0.1)	Mrs Alison Naisbitt
RW (Room2)	Mrs Emma Wright	Mrs Tina Dodds (0.1)	Mrs Claire Owen
<b>Year 1</b>			
(RW) 1E (Room3)	<b>Miss Kathy Elvy</b>	Mrs Rachael Trowles (0.1)	Miss Emily Miller
(RJ) 1M (Room 2)	Mr Andrew Morris	Mr David Longstaff (0.1)	Miss Adele French
(RS) 1S (Room1)	Mrs Celia Senior	Mrs Joanne Roberts (0.1)	Mrs Nicola Johnson – 0.8 Miss Nina Mallaburn – 0.2 (Mrs Helen Ellsworth)
<b>Year 2</b>			
(1M) 2J (Room2)	Miss Ashley Jones	Mrs Rachael Trowles (0.1)	Mrs Dawn Cornish – 0.8 Mr Stuart Shields – 0.2
(1S) 2P (Room1)	Mr Adam Platten	Mrs Joanne Roberts (0.1)	
(1E) 2W (Room3)	Miss Amy Waller	Mrs Dawn Cornish (0.1)	
<b>Year 3</b>			
(2W) 3B (Room3)	Miss Abby Blackburn	Mrs Rachael Trowles (0.1)	Mrs Andrea Bamber Mrs Maureen Spencer- Brown–0.6
(2P) 3T (Room2)	Miss Anna Taylor	Mrs Joanne Roberts (0.1)	
(2S) 3W (Room1)	Mrs Carolyn Whinfield	Mr David Longstaff (0.1)	
<b>Year 4</b>			
(3W) 4D (Room2)	Miss Victoria Denham	Mrs Joanne Roberts (0.1)	Mrs Kath French Mr Stuart Shields – 0.2
(3T) 4M (Room1)	Mrs Karen Mellard	Mrs Rachael Trowles (0.1)	
(3B) 4S (Room3)	<b>Miss Sarah Sculthorpe</b>	Mr David Longstaff (0.1)	
<b>Year 5</b>			
(4M) 5M (Room3)	Miss Mica Cockerill	Mrs Rachael Trowles (0.1)	Mr Kevin Risetto Miss Beth Edgerley – 0.2 *Flick
(4D) 5P (Room1)	Mr James Park	Mr David Longstaff (0.1)	
(4S) 5R (Room2)	Mrs Rachel Campbell	Mrs Joanne Roberts (0.1)	
<b>Year 6</b>			
(5R) 6E (Room1)	Mr Sam Ellis	Mrs Rachael Trowles (0.1)	Mrs Rebecca Kelly Mrs Mel Cartwright - 0.9
(5P) 6M (Room3)	<b>Miss Charlotte Mawson</b>	Mrs Joanne Roberts (0.1)	
(5M) 6W (Room2)	Mrs Emily Wells	Mr David Longstaff (0.1)	
<b>Individual Mentoring Programme Support (Tuesday to Friday)</b>			
(Y1-3) Little IMPS (S&L room)	Mrs Charlotte King – 0.8	Mrs Dawn Cornish (0.1)	Miss Nina Mallaburn – 0.8 Mrs Paula Hill – 0.6 Miss Beth Edgerley – 0.8
(Y4-6) IMPS (Library)			Mrs Sharon Swainston – 0.8 Mrs Gillian Ward - 0.8 Mrs Fran Coad – 0.8

Mrs Ewa Kaszuba - 0.7 (EAL) – Y4 group

Mr Stuart Shields - 0.6 (OT / LAC / Music tuition)

Mrs Tina Dodds – 0.7 (Speech, language & communication) – Y1 Group

Mrs Sam Alexander (Personal development & well-being) – Pastoral office

**Phase Leader**

\*School dog

**PPA Cover & Management time**

Day	R Trowles	J Roberts	D Longstaff	E Kaszuba	T Dodds	D Cornish
Monday (Odd week)	Phase/PPC					
Monday (Even Week)	Phase/PPC					
Tuesday (Odd week)	6E	6M	6W			
Tuesday (Even week)	5M	5R	5P			
Wednesday (Odd Week)	4M	4D	4S		N	
Wednesday (Even Week)	3B	3T	3W		N	
Thursday (Odd Week)	2J	2P	RJ	RS	RW	2W
Thursday (Even Week)	1E	1S	1M			IMPS
Friday (Odd Week)	Phase/PPC	Phase/PPC	Phase/PPC	RS		
Friday (Even Week)	Phase/PPC	Phase/PPC	Phase/PPC	RS		

**SLT Duty manager rota**

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (7am – 2:30pm)	K Turnbull	J Thurland	A Galey	L Unsworth	J Armitage
Afternoon (11am - 6:30pm)	J Armitage	A Galey	L Unsworth	L Truby	K Turnbull

*\*May change due to diary commitments.*

**On-call**

First point of contact – Year group TA  
Second point of contact or emergency situation – Pastoral team



**Release timetable**

Week / Date (WB)	Mondays – R Trowles	Friday – R Trowles (PPC-DHT Office)	Friday – J Roberts (PPC-SENCO Office)	Friday – D Longstaff (PPC-T&L Office)
**1/ 3 <sup>rd</sup> September 18		Calc. lesson cover for writing impact marking release		
2 / 10 <sup>th</sup> September 18	Nursery PPC – Reception applications	Calc. lesson cover for writing impact marking release		
3 / 17 <sup>th</sup> September 18	Nursery PPC – Reception applications	1E	1S	1M
4 / 24 <sup>th</sup> September 18	NJ/KT – EY Baseline moderation	6E – Secondary applications	6M– Secondary applications	6W– Secondary applications
5 / 1 <sup>st</sup> October 18	CM – Governor day	3B	3T	3W
6 / 8 <sup>th</sup> October 18	SS/LU - TL&A learning walk	2J	2P	2W
7 / 15 <sup>th</sup> October 18	NJ/LU - TL&A learning walk	RW - Baseline	IMPS / RS (Thurs 18 <sup>th</sup> )	RJ - Baseline
8 / 22 <sup>nd</sup> October 18	KE/LU -Book scrutiny/T,L&A	4M	4D	4S
9 / 5 <sup>th</sup> November 18	SS/LU -Book scrutiny/T,L&A	5M	5R	5P
10 / 12 <sup>th</sup> November 18	CM/AG - Pastoral	Y6 book scrutiny release		
11 / 19 <sup>th</sup> November 18	NJ/AG - Pastoral	Y3 book scrutiny release		
12 / 26 <sup>th</sup> November 18	SS/ KT – Data analysis (Y3)	Y2 book scrutiny release		
13 / 3 <sup>rd</sup> December 18	KE/KT – Data analysis (Y2)	Y5 book scrutiny release		
14 / 10 <sup>th</sup> December 18	CM/KT – Data analysis (Y5)	Y4 book scrutiny release		
15 / 17 <sup>th</sup> December 18	NJ/KT Data analysis (N)	Y1 book scrutiny release		
**16 / 7 <sup>th</sup> January 19		R book scrutiny release		
17 / 14 <sup>th</sup> January 19	Nursery PPC	Y6 booster support		
18 / 21 <sup>st</sup> January 19	Nursery PPC	Y6 booster support		
19 / 28 <sup>th</sup> January 19	CM/LU - TL&A learning walk	Y6 booster support		
20 / 4 <sup>th</sup> February 19	KE/LU - TL&A learning walk	Y6 booster support		
21 / 11 <sup>th</sup> February 19	CM/LU -Book scrutiny/T,L&A	1E	1S	1M
22 / 25 <sup>th</sup> February 19	CM – Governor day	6E - Robinwood	6M - Robinwood	6W - Robinwood
23 / 4 <sup>th</sup> March 19	KE/AG - Pastoral	3B	3T	3W
24 / 11 <sup>th</sup> March 19	SS/ KT – Data analysis (Y3)	2S	2P	2W
25 / 18 <sup>th</sup> March 19	KE/KT – Data analysis (Y2)	RW	IMPS RS (Thurs 21 <sup>st</sup> )	RJ
26 / 25 <sup>th</sup> March 19	CM/KT – Data analysis (Y5)	4M	4D	4S
27 / 1 <sup>st</sup> April 19	NJ/KT Data analysis (N)	5M	5R	5P
*28 / 22 <sup>nd</sup> April 19		Y6 booster support		
29 / 29 <sup>th</sup> April 19	Nursery PPC	Y6 booster support		
*30 / 6 <sup>th</sup> May 19		Y6 booster support		
31 / 13 <sup>th</sup> May 19 (KS2 SATS)	Nursery PPC	Y6 writing moderation release		
32 / 20 <sup>th</sup> May 19 (KS1 SATS)	KE/KT - Phonics	Y2 writing moderation release		
**33 / 3 <sup>rd</sup> June 19		R moderation release		
34 / 10 <sup>th</sup> June 19 (Y1/2 Phonics)	CM – Governor day	Y5 writing moderation release		
35 / 17 <sup>th</sup> June 19	SS/AG - Pastoral	Y4 writing moderation release		
36 / 24 <sup>th</sup> June 19	CM/KT – Data analysis (Y5)	Y3 writing moderation release		
37 / 1 <sup>st</sup> July 19	KE/KT – Data analysis (Y2)	Y1 writing moderation release		
38 / 8 <sup>th</sup> July 19	SS/ KT – Data analysis (Y3)	Move up day cover (Reception – am / Y6 – pm)		
39 / 15 <sup>th</sup> July 19	NJ/KT Data analysis (N)	Y6 transition support		