

# **Rivermead Primary School**

## **Leadership and Staffing Structure 2020/21**

The following teams operate:

1. Strategic Leadership Team
2. Senior Leadership Team
3. Year Teams
4. Improvement Teams
5. Learning Teams
6. Administration Support & Site Management team
7. Lunchtime Supervision Team

### **1. Strategic Team**

The work with this team will be concerned with decision making at a strategic level.

This will include:

- Collaboratively work with staff, governors, pupils, parents and the community towards achieving the school mission statement
- Overseeing the development and implementation of the School Development Plan and School Self-evaluation
- Overseeing the implementation of all school policies
- Overseeing the day to day organisation of the school

Andy Lewis	Chair of Governors
Brian Prebble	Headteacher
Gemma Sloan	Deputy Headteacher
Helen Hooper	School Business Manager

### **2. Senior Leadership Team**

This team meets 3 mornings a week and fortnightly after school

The work with this team will be concerned with:

- Monitoring the work of the key stage, year and curriculum improvement teams including planning, teaching & learning, assessment, target setting, recording and reporting
- Performance Management, well-being and Continual Professional Development of all staff including mentoring and coaching.
- Mentorship of students and adult helper groups
- Forward planning, the implementation of policy and new initiatives
- Effective liaison with stake holders

Brian Prebble	Headteacher
Gemma Sloan	Deputy Headteacher/Inclusion leader
Sally Keenlyside	EYFS leader
Annie Finn	KS1 Team Leader
Paul Rumble	Year 3/4 Team Leader
Claire Southerton	Year 5/6 Team Leader
Helen Hooper	School Business Manager

Each Key Stage Team Leader oversees the work and monitors the work of the year teams in their phase. In particular it oversees pupil learning and teacher planning, assessment, recording and reporting. The team also reviews targets and data analysis to further improve teaching and learning for each and every pupil and direct the development of the SDP. The teams ensure that the SDP is implemented.

### **Teaching links with Governors**

School governors:	Brian Prebble, Head	(All committees)
	Claire Southerton, associate	(Learning & Teaching)
	Sally Keenlyside	(Finance & Resources)
	Paul Rumble, staff	(Assessment & Standards)
	Gemma Sloan, Deputy	(Learning & Teaching)
	Annie Finn, associate	(Learning & Teaching)
	Lisa Tomlin	(Finance & Resources)

### **3. Year Teams**

Each Year Team is responsible for:

- the long, medium and short term planning and delivery of the curriculum for each year
- assessment, record keeping, reporting and target setting of pupils in their care
- manage the pastoral development, well-being and administrative arrangements of children in their year group

Each year team meet weekly to prepare and plan the delivery of the curriculum during PPA, and hold team meetings to plan further curriculum developments, monitor marking/feedback, scrutinise books, and analyse data.

#### **EYFS: Team Leader: Sally Keenlyside**

Sally Keenlyside      Ali Hathaway      Anais Morris  
TAs: Vicky O'Callaghan, Shirley Phillips, Sarah Mitchell, Gemma VR, Holly Vandell

#### **KS1: Team Leader: Annie Finn**

##### **Year 1**

Alison Webb      Olivia Churchhouse  
TAs: Jacqui Soper, Jo Green, & Caitlyn Carter

##### **Year 2**

Annie Finn      Leanne Henly  
TAs: Jill Bell, Jackie Twine  
School Direct Student: Tyler Churchill

#### **LKS2: Team Leader: Paul Rumble**

##### **Year 3**

Paul Rumble      Emily Beard  
TAs: Anne Hunter, Emma Macedo, Denise Macedo, Linda Fullbrook

##### **Year 4**

Laura Green      Natasha Finch

#### **UKS2: Team Leader: Claire Southerton**

##### **Year 5**

Gemma Beale      Hollie Scott  
Seymour  
TA: Natalie Ward, Kelly Brown, Lizzie Davies  
McDonald

##### **Year 6**

Claire Southerton      Emma  
TA: Vicky Thompson, Lizzie

#### **Inclusion Team: Team leader: Lisa Tomlin**

Lisa Tomlin      Laura Terry  
TA: Natalie Ward  
Pupil Premium: Gemma Sloan & Brian Prebble  
Speech & Language: Sarah Mitchell

### **4. Improvement Teams**

The committees will meet at least termly to develop and help move an area of learning forward.

Safeguarding Team:      Whole School: Brian Prebble & Gemma Sloan  
Inclusion Team: Laura Terry & Lisa Tomlin  
KS Leaders: S Keenlyside, G O'Connor, P Rumble, C Southerton  
Inclusion:      KS2 SENCO: Lisa Tomlin  
KS1 SENCO: Laura Terry

Assessment: SEN TA: Natalie Ward  
Pupil Premium: Gemma Sloan, Brian Prebble  
EAL: Sally Keenlyside and Isobel Watsham  
Whole school: Brian Prebble & Paul Rumble  
PP/SEN: Gemma Sloan  
EYFS: Sally Keenlyside  
KS1: Annie Finn  
KS2: Claire Southerton

Writing: Gemma O, Gemma B, Leanne Henly  
Reading: Annie & Emma  
Phonics: Anais & Olivia  
Maths: Alison & Natasha  
Science: Olivia  
PE & sport: Laura & Brian  
Computing: Paul  
Pupil Premium: Gemma S & Brian  
EAL: Sally  
ITT programme: Brian & Leanne  
Assessment: Brian & Paul  
Curriculum: Claire, Gemma, Brian  
PSHE/SMSC: Emma  
Music: Gemma B & Leanne  
MFL: Natasha

### **5. Administration Support & Site Management**

Business Manager	Helen Hooper, Zoe Green
Finance Officer	Penny Pascuita
School Administrator	Charlotte Gage
Admin Administrator	Caroline Sloan
Project Manager	Kate Aley
Clerk to Governors	Charlotte Gage
FTP Business Manager	Alison Hale
ICT Technician	Smitha Satheesh
Site Manager	Brian Illsley
Cleaners	

### **7. Lunchtime Supervision**

Lunch-time Supervisor	Denise Macedo
Lunch-time assistants	Ann Hunter
	Natalie Ward
	Jill Bell
	Sheila Osborne
	Gill Walker
	Heidi Goff
	Emma Macedo
	Jo Green
	Angela Birch
	Anita Armit

# Leadership Structure

Headteacher

Strategic Leadership Team

Headteacher

Deputy Head Teacher

School Business Manager

Chair of Governors

Senior Leadership Team

Admin Team

Deputy Head

Team Leaders

Site management

School Business Manager (Team leader)

Pupil Administrator

School Administrator

Finance Officer

Project Manager

Inclusion team

2 x SENCO

1 x TAs

Class Teachers

Subject leaders

Site controller

ICT technician

Lunchtime controllers

Team leaders

EYFS Team Leader

2 classes

3 Class teachers

3 TAs

Yellow Team Leader

4 classes

4 class teachers

5 TAs

3 Part-time cover teachers

Red Team Leader

4 classes

4 class teachers

4 TAs

3 Part-time cover teachers

1 First for Sport coaches

Orange Team Leader

4 classes

4 class teachers

4 TA

3 Part-time cover teachers

1 First for Sport coach

