

ROLES & RESPONSIBILITIES AUTUMN TERM 2021 DIAMOND ACADEMY

NAME	Role & Leadership Responsibilities	Management/ Operational	Curriculum	Personnel
Mary Foreman	Interim Principal Finance H & S Quality Assurance of Teaching, Learning & Assessment Ofsted Preparation – SDP; SEF Reporting to Academy Council Parental and community engagement School Partnerships/ Eastern MAT	Safer Recruitment Weekly Updates to staff Staff meetings Celebration Assemblies Exclusions Educational Visits – Principal Responsibility Weekly celebration assembly (Achievement) Web Site	Science (R.E./Computing till they can be taken on by other teachers)	Performance Management of teachers & Teaching Assistants Deployment roles of support staff
Caroline Clarke	SENCo SEN & Nurture hubs	Lunchtime Duty – Senior Staff Role on Rota Transition year 2 to year 3; year 6 to year 7	PSHE	T.A. Professional Development
Viv Harker	Operations Manager Administration, Personnel and Finance @ Queensway & Diamond (Q & D) H & S – Q & D	All staff timetabling Staff absence/ leave of absence requests Staff Induction Safer Recruitment Single Central Record Safeguarding Policy Development Web Site Lunchtime Duty – Senior Staff Role on Rota	N/A	Performance Management of Admin staff/ caretaking/cleaning team
Abigail Jones	Lower Key Stage 2 Lead DSL Pastoral within Lower Key Stage 2 Day to Day leadership of Herons Class	KS1 to 2 Transition Weekly phase assembly Interventions for Lower KS2 Lunchtime Duty – Senior Staff Role on Rota	English Phonics	NQT Mentor Deployment timetable of TA
Jennifer Lamb	Upper Key Stage 2 Lead	KS 2 to 3 Transition	EAL	Deployment timetable for

ROLES & RESPONSIBILITIES AUTUMN TERM 2021 DIAMOND ACADEMY

	NQT Tutor Trainee Tutor Pastoral within Upper Key Stage 2 Day to day leadership of Upper Key Stage 2 Interventions with VS	Weekly phase assembly Interventions for Upper KS2 Lunchtime Duty – Senior Staff Role on Rota		Intervention Teacher & TA Staff Wellbeing and Mental Health Lead
Patrick Miles	Interim Assistant Principal Pupil Achievement (PIXL) Curriculum Pupil Premium Sports Premium Forces Premium School Values Learning Environment School Clubs & Holiday Clubs	EVC Behaviour monitoring and reporting Values Assemblies Lunchtime Duty – Senior Staff Role on Rota	Art D & T	

NAME	Class teacher role	Curriculum Responsibility
Michelle Brooks	Class Teacher Year 3 Toucans	MFL, Music Maths – shared with ES
Emily Sandeberg	Year 4	P.E. including Swimming Maths – shared with. MB
Mia Clark	Year 5	Humanities – Geography/ History (Supported by MF in Autumn term)

NAME	Role	Responsibility
Tracey Brookes	Family Support Worker	Safeguarding. Child Protection. Multi-Agency Engagement Young Carers. Looked After Children. Inclusion. Midday Supervisors (Including Performance Management of MSA's). Attendance
Richard Snow	Caretaker	Health and Safety. Day to day management of Cleaning Team Day to day maintenance. Liaise with contractors. Making sure heating, alarms, lighting are all working. Site security. Managing site access.
Naomi Wacker	Teaching Assistant	Forest School