



### Staff Roles and Responsibilities

Christopher J Allen	Executive Head Collective Worship & Ethos Assessment & Tracking Safeguarding & Child Protection Staff Appraisal	These people form the Senior Leadership team for the federation.
Emma Yerby Smith	Head of School – Colkirk Behaviour and Inclusion EYFS Co-ordinator (shared) Designated Alternate for safeguarding	
Sarah Potter	Head of School – Sculthorpe RE Co-ordinator PSHE Co-ordinator EYFS Co-ordinator (shared) Designated Alternate for safeguarding	
Lesley David	Head of School – West Raynham SENDCO Designated Alternate for safeguarding	
Cheryl Melton	Business Manager Educational Visits Health & Safety Contracts, HR & Finance Designated Alternate for safeguarding	
Gillian Duthie	Maths Co-ordinator Modern Foreign Languages	
Stephanie Northen	English Co-ordinator	
Lindsay Paton	Geography & History Co-ordinator	
Charlotte Holland	Design & technology Co-ordinator	
Vicky Lucking	Science Co-ordinator	
Samantha Featherstone	Computing Co-ordinator	
Karen Philpott	Physical Education Co-ordinator	
Susan Brown (HLTA)	Art Co-ordinator	
Sally Hammond (HLTA)	Outdoor Learning Co-ordinator	
Helen Johnson (Instructor)	Music Co-ordinator	

#### Special Educational Needs

This is the responsibility of every staff member for the children in their care. Mrs David is the federation co-ordinator who provides advice and support, each Head of School undertakes the day to day work of SEND for their school and class teachers undertake the deployment of resources and planning of support for individual children. A cluster SEND Manager provides external support and guidance as well as range of services such as Speech and Language, Autism and Health.