

# Holly Primary School

Staffing Structure  
September 2024

Senior Management Team				
<b>Duncan White - Executive Headteacher</b>				
Responsible for providing overall strategic leadership development and with others, lead and develop the strategic direction, vision and values to enable the schools to deliver their aims and priorities. Overall responsibility for all the Business and System infrastructure. Responsible and accountable for oversight of the quality and effectiveness of leadership at all levels, teaching and learning and outcomes in all schools within the Collaboration which includes; Vision, Direction and Development, Standards, Pupils & Staff, Systems and processes, The Self-improving school system, Competencies, Qualities and Knowledge Designated Safeguarding Lead & Child protection. Parent Partnership. Quality of Teaching and Learning, Wrap around Care.				
<b>Sophie McGuinness - Head of School (Mat leave)</b>				
Appraisal of Teachers & TA's, Designated Safeguarding Lead, Behaviour & Attendance, Early Career Teacher's (ECT) Lead and Tutor, CPD, University Placements, Forest Schools Parent Partnership, Staff Induction, Quality of Teaching and Learning, Interventions, Geography Leader				
<b>Amy Middleton - Deputy Headteacher (Hofs)</b>			<b>Daniel Bennett – Deputy Headteacher (Hofs)</b>	
Designated Safeguarding Lead, Maths Lead, Appraisal & Quality First Teaching, University Placements, WSCP, GDPR, Educational Visits			Designated Safeguarding Lead, History Lead, Assessment, Pupil Premium, Appraisal & Quality First Teaching, University Placements, WSCP, GDPR	
<b>Teaching and Learning Responsibility (TLR)</b> Mrs Mayhew PHSCE, Student work placements, SRE	<b>Teaching and Learning Responsibility (TLR)</b> Caroline Savage – English Leader, First Aid	<b>Teaching and Learning Responsibility (TLR)</b> Mrs Jarvis EYFS Leader	<b>Teaching and Learning Responsibility (TLR)</b> India Linley – SENDCo	<b>Teaching and Learning Responsibility (TLR) 0.8</b> Colin Howard – Music and Computing Leader
EYFS/Key Stage 1 Teachers				
<b>Nursery – Miss Linley</b>			<b>Foundation -</b> <b>Gemma Jarvis (0.8) EYFS Leader</b> , Forest Schools Leader, SRE Leader, Mental Health <b>Julie Miola (0.2) Modern Foreign Languages Leader</b>	
<b>Foundation – Miss Lane ECT</b>			<b>Year 1 – Mrs Mayhew</b>	
<b>Year 1/2 - Mrs Savage</b> Literacy Leader			<b>Year 2 - Miss Bale</b> Shadow Literacy / Writing	
Key Stage 2 Teachers				
<b>Year 3 – Mrs Collins</b> DT & School Council, SENDCo			<b>Year 3/4 – Miss Watson</b> ECT	
<b>Year 4 - Nida Altaf</b> RE Leader, DEIB			<b>Year 5 – Miss Dooley</b> PE Leader	
<b>Year 5/6 – Mrs Freer (0.4)</b> Art Leader <b>Miss Godfrey – (0.6)</b> Science Leader			<b>Year 6 – Miss Middleton / Mr Bennett</b>	
PPA Teachers				
Colin Howard IT Leader, Website, Music Julie Miola, MFL Leader				
Teaching Assistants				
<ul style="list-style-type: none"> <li>• Mrs Draycott (ELSA) 1.0</li> <li>• Mrs Crawford (ELSA) 1.0</li> <li>• Mrs Francis (ELSA) 1.0</li> <li>• Mrs Mansfield 1.0</li> <li>• Mrs Smith 1.0 (Nursery)</li> <li>• Mrs Coope 1.0</li> <li>• Miss Jackson 1.0</li> <li>• Miss Redfern 1.0</li> </ul>			<ul style="list-style-type: none"> <li>• Mrs Bull 0.6</li> <li>• Mrs Evans 0.9</li> <li>• Mrs Gregory 0.4</li> <li>• Miss Sanders 0.8 (Nursery)</li> <li>• R Baker (0.5) Temp</li> </ul>	
School Administration				
<b>School Office Manager Miss Robinson</b> Health and Safety, First Aid, Admissions, Supply Cover, Payroll, Building Maintenance, Catering, GDPR			<b>Mrs Jones &amp; Miss Trenowdon Administrators</b> General Admin, MDSA, Purchase Ordering Admissions, Trips, Finance, Data Transfers, Payments	

