



Ashbourne Primary School Roles and Responsibilities 2025-2026

Headteachers: Paula Chisholm and Heather Davis

Paula ACE Deputy CEO (1.5 days)	Paula Headteacher (2 days)	Heather Headteacher (4 days)
School Improvement for all schools in Trust Policy Manager Policy writer for legal and compliance, health and safety and safeguarding, governance, curriculum Governance lead Lead for Education and Standards committee School performance Behaviour – exclusions and suspensions Attendance Social media lead ACE Heads Headteacher induction Assessment CPD School reviews Staff, parent and pupil voice Lead for Ofsted inspections Curriculum Quality assurer of school self evaluations and school improvement plans	Safeguarding (DSL) Digital Lead Teaching and Learning Health & Safety Performance Management Senior Leadership Assessment Achievement and progress of pupils Concerns/complaints Policies Diary dates/Events INSET/CPD Recruitment Intervention planning/Pastoral intervention Communications with parents Rewards/Sanctions Cover Staff meetings/INSET Governance Budget Buildings management Attendance Single central record SIP/SES Attendance	Safeguarding (DSL) Digital Lead Teaching and Learning Health & Safety Performance Management Senior Leadership Assessment Achievement and progress of pupils Concerns/complaints Policies Diary dates/Events INSET/CPD Recruitment Intervention planning/Pastoral intervention Communications with parents Rewards/Sanctions Cover Staff meetings/INSET Teaching Assistant Line Manager Mid-day Supervisor Line Manager PTA Tuesday assembly/PRAISE assembly Wider opportunities Educational Visits Coordinator (EVC)- Risk assessments Nursery provision and admissions SIP/SES Website

Assistant Headteacher: Vicky Howell (0.6)	Senior teacher/EYFS Leader: Michelle Croxall	Senior teacher/SEND/CO/Y6 teacher: Beth Akhurst	Safeguarding/Child and Family Wellbeing Leaders (Deputy DSL) Ali Blake/Jill Simpson
Assistant Head Curriculum Leader Curriculum monitoring Maths Deputy DSL LAC/PEP NFER/Moderation Duty rota/Hall rota ECT mentor/induction tutor KS1 leader Nativity CPD records	Senior Teacher EYFS Leader EYFS/KS1 Reading and Phonics Pupil Premium Nursery Reading books Book Fair/Vocabulary parade/Book Week Nativity for EYFS	Senior Teacher SEND/CO Aspirations Topic Y6 SATs planning, analysis, intervention	Deputy DSLs Safeguarding referrals referrals to outside agencies: food bank, Go Beyond, Building Sound Minds, CAMHS Early Help Assessments Liaising with outside agencies Attending safeguarding meetings Actions from MyConcern Pastoral support groups Wellbeing plans Attendance meetings Engaging parents
Class teacher: Jamie Clark	Class teacher: Vikki Tyrrell (0.8)	Class teacher: Sarah Adams (0.5)	Class teacher: Carly Emberley (0.4)
Science Coordinator MFL Coordinator British Values/SMSC Assemblies (BV/SMSC) Running Club	History Coordinator Geography Coordinator Computing coordinator DT week Summer Play Infant parent events Phonics screening	Writing Coordinator KS2 Reading Poetry festival Multiplication Check	PSHE Coordinator/RSE Peer buddies Antibullying week Odd socks day
Class teacher: Kythe Beresford	Class teacher: Sarah Thornley (0.4)	Class teacher: Nursery Teacher (0.5)	HLTAS:
Online safety/Online safety week Music coordinator ECO council OPAL Curriculum Leader PE Sports funding/Impact Sports Day	RE Coordinator Collective worship assembly weekly - Monday Christmas church service	Art Coordinator DT coordinator	Kerry Lambert: School Council/Running Club Matt Dell: IT support Liam Murphy: Sports Coach/Play Coordinator Sharon Powling: Nativity/Summer play

Curriculum Whole School Topic Teams

Wellbeing Team	Communication Team	Diversity Team	Creativity Team	Aspirations Team
Carly Emberley Kythe Beresford	Michelle Croxall Sarah Adams	Jamie Clark Sarah Thornley Vikki Tyrrell	Kythe Beresford Vicky Howell Nursery teacher	Beth Akhurst Liam Murphy

Governor Meeting Roles

Chair of Governors:
Ashley Tabony

Vice Chair of Governors:
Ken Torr

Governor Roles and Responsibilities

All Governors are invited to review the work of the school by talking to pupils, staff and parents and are part of monitoring processes with SLT.

EYFS	SEND/Inclusion	Safeguarding	Pupil Premium	Anti-bullying	Online safety
Katie White	Katie White	Ken Torr	Ken Torr	Chloe Wooley	Ken Torr

Administration	Caretaker and Cleaners	Teaching Assistants	Higher level teaching assistants (HLTA)	Midday Supervisors	School Catering	Wraparound Care Leaders
Amy Peach: School Administrator Jane Cole: School Business Assistant	Clive Avery: Site Manager Caretaker/Cleaner: Helen Fearn Cleaners: Karen Simons Jo Dakin Hanna Kalashnyk	Jayne Pearce Chloe Woolley Chantelle Gooding Vicki Thorne Vicky Martin Rachel Jarvis Divina Botham Helen Collins	Kerry Lambert Liam Murphy Matt Dell Sharon Powling	Helen Fearn (Senior Mid-day Supervisor) Helen Collins (Nursery) Chloe Wooley -OPAL Leader Cheryl Griffiths Lorriane Clarke Sharon Frith Suzanne Bigland	Chelsea Dakin Alison Sheen Jade Barnhurst Hanna Kalashnyk	Divina Botham (Morning Club Leader) Helen Collins (After School Club Leader)