



Ashbourne Primary School

Roles and Responsibilities 2026-2027

Headteacher: Heather Davis (0.8) Tues-Fri	Co/Deputy Headteacher: Vicky Howell (0.6) Mon-Weds
Safeguarding (DSL) Teaching and Learning Curriculum Leadership and SEND/Inclusion Oversight Health and Safety Pupil Premium Performance Management School Improvement Planning and Self-Evaluation Strategic Vision and Ethos Assessment Achievement and Progress of Pupils Concerns and Complaints Policies Diary Dates and Events INSET/CPD Recruitment Intervention Planning and Pastoral Intervention Communications with Parents Behaviour and Culture Staff Deployment and Cover Staff Meetings Governance Budget and Financial Management Site and Buildings Management Attendance Single Central Record Teaching Assistant Line Management Mid-day Supervisor Line Management PTA Liaison Assemblies Wider Opportunities and Enrichment Website Compliance	Safeguarding (Deputy DSL) Strategic Vision and Ethos Whole School Curriculum Leader Curriculum Monitoring Assessment Leader Maths Leader Moderation Behaviour and Culture Attendance Monitoring EBSA Assessment and Support Designated Teacher LAC/PEP Coordination British Values Policies ECT Mentor/Induction Tutor CPD Records Staff Deployment and Cover Staff Meetings/INSET Risk Assessments and Health & Safety Educational Visits Coordinator (EVC) Website Compliance Performance Management Communications with Parents Assemblies

Assistant Headteacher, EYFS & KS1 Leader: Michelle Croxall	Assistant Headteacher, SENDCo, KS2 Leader: Beth Akhurst	Child and Family Wellbeing Leaders: Ali Blake & Jill Simpson
EYFS Leader KS1 Leader Nursery Provision and Admissions Reading and Phonics Leader PSHE/RSE Leader Anti-Bullying Leader EYFS and KS1 Nativity Coordination Reading Books and Reading Resources Book Fair, Vocabulary Parade and Book Week EYFS and KS1 Sports Day Coordination ECT Mentor CPD and Training for EYFS/KS1 Staff Policies Transition into EYFS and KS1 Parental Engagement in EYFS/KS1	SENDCo KS2 Leader Inclusion Register Provision Maps Inclusion CPD and Training Monitoring of Inclusion Provision Multiplication Check Coordination Art Leader Duty and Hall Rotas Policies Transition for SEND Parental Engagement for SEND Behaviour Plans	Deputy DSL Safeguarding Referrals Referrals to External Agencies (e.g. Food Bank, Go Beyond, Building Sound Minds, CAMHS) Early Help Assessments Liaison with External Agencies Attendance at Safeguarding Meetings Actions and Monitoring from MyConcern Pastoral Support Groups Wellbeing Plans Attendance Meetings Parent Engagement and Support Behaviour support/intervention Transition support
Class teacher: Kythe Beresford	Class teacher: Lauren Garratt	Class teacher: Sarah Adams (0.5)
OPAL Leader Year 6 SATs Planning, Analysis and Intervention Music Coordinator Summer Play Coordination Transition to secondary school Residential visit Choir/Band	Computing Coordinator Online Safety Coordinator and Online Safety Week Science Coordinator DT Coordinator Student Council	Writing and Spelling Leader Multiplication Check Coordination MFL (Spanish) Coordinator
Class teacher: Sarah Thornley (0.4)	Class teacher: Natalie Stanley	Class teacher: Lillie Keay (ECT)
RE Coordinator Weekly Collective Worship Assemblies Christmas Church Service Coordination RE Visits and Visitors	PE Coordinator Sports Funding/Impact Running Club History Coordinator Geography Coordinator	Choir Summer Play

Class teacher EYTS: Vicki Thorne (0.9)	Class teacher: Lucy Whysall	HLTA responsibilities
Nursery Admissions Nursery Parents' Evening Nursery Reports	Y1 phonics Screening Check Wellcomm	Kerry Lambert: School Council Matt Dell: IT support Liam Murphy: Sports Coach/Running Club Sharon Powling: Nativity/Summer play

Administration	Caretaker and Cleaners	Teaching Assistants	Higher level teaching assistants (HLTA)	OPAL Play Team	School Catering	Wraparound Care Leaders
Amy Peach: School Business Manager Harriet Buckley: School Business Assistant	Caretaker Helen Fearn Karen Simons Cheyrl Griffiths Hanna Kalashnyk	Jayne Pearce Chloe Woolley Vicky Martin Rachel Jarvis Divina Botham Helen Collins	Kerry Lambert Liam Murphy Matt Dell Sharon Powling	Kythe Beresford Liam Murphy Helen Fearn Suzanne Bigland Chloe Wooley Sharon Frith Harriet Buckley Cheryl Griffiths	Chelsea Dakin Alison Sheen Jade Barnhurst	Divina Botham (Morning Club Leader) Helen Collins (After School Club Leader)

Governor Meeting Roles						
Chair of Governors: Ken Torr				Vice Chair of Governors: Sue Dell		
Governor Roles and Responsibilities						
Pupil Premium Ken Torr	SEND Glenn Wilson	Safeguarding/Allergy Ken Torr	Teaching and Learning Sue Dell Jane Cole	Anti-bullying Rich Hargreaves	Online Safety Glenn Wilson	EYFS Sue Dell

