

Oakfields Montessori School
Staff Roles & Responsibilities February 2017

TEACHERS

Name	Academic and professional Qualifications	Assigned responsibilities
Ms Helene Bernard	Universite Lille III Licence, QTS	French Teacher -2 days per week
Mrs Karen Cave	BA (Hons) Business Studies	Year 2 Teacher Part Time – 3 days per week
Mr Liam Johnstone	BA (Hons) History	Year 3 Teacher/Humanities Co-ordinator
Mrs Claire Jones	BA (Hons) Art for Community and Theology & Religious Studies	Year 6 Teacher Part Time/Talented & Gifted Co-ordinator – 2.5 days pw
Mrs Susie Leech	BA (Hons) English & Information Studies	Year 6 Teacher Part Time/English Co-ordinator – 2.5 days per week
Mrs Jude Marshall	BA (Hons) Primary Ed. + QTS	Year 4 Teacher/RE Co-ordinator
Mrs Sarah Murphy	BA (Hons) + QTS	Year 2 Teacher/Assessment Co-ordinator Part Time 3 days per week
Mrs Pauline Smith	BA Primary + QTS	Year 1 Teacher/PSCHE Co-ordinator
Mrs Nicola Spreckley	BSc Mathematics/Statistics + PGCE	Year 2 Teacher Part Time 2 days per week
Mrs Sophie Spooner	BSc. Biological Sciences + QTS	Reception Teacher Part Time – 2 days per week
Mr Neil Trusler	BSc Sports Development (Hons)	Year 3 Teacher/Science Co-ordinator
Mrs Petra Wagner	BEd (Hons)	Year 2 Teacher Part Time – 3 days per week
Mrs Jean Williams	BA (Hons) Primary + QTS	Reception Teacher Part Time – 4 days per week
Mrs Sarah Whatling	BA (Hons) Primary + QTS	Year 5 Teacher/Deputy Head Curriculum/Maths Co-ordinator

KINDERGARTEN STAFF

Mrs Sue Biagioni	NNEB	Kindergarten Deputy Manager/SENDCO Co-ordinator for Early Years, DDSL (Early Years)
Mrs Clare Bridger	T/A Level 2	Kindergarten Practitioner (Part time)
Mrs Kelly Bryant		Kindergarten Practitioner
Mrs Linda Davies	BA with Distinction Nursing Studies	Kindergarten Practitioner Part Time
Mrs Caroline Panchal	NNEB/ADCE	Kindergarten Practitioner Part Time
Miss Jill Scarlett	NNEB	Kindergarten Manager & Early Years Co-ordinator DSL (Early Years)

TEACHING ASSISTANTS/LEARNING SUPPORT ASSISTANTS

Name (first name, surname)	Relevant qualifications	Assigned responsibilities
Miss Aisling Berry	BA (Hons) History	Teaching Assistant/PGCE
Mrs Rhian Brentnall	Diploma in Performing Arts. Working on Level 2 T/A	Teaching Assistant – Infants Part time 3 days per week
Mrs Annette Cousins	NCFE Dip Special Educational Needs (Distinction) LSA Level 2	SENDCO – part time 3 days per week
Miss Dominique Emin	Foundation Degree in Childhood Studies	Teaching Assistant – Infants Part Time – 4 days per week
Mrs Elaine Finch		Art Co-Ordinator – part time pm only
Mrs Kate Johnstone	BA (Hons) Printed Textiles & Surface Design. First Class	Learning Support Assistant/Midday Assistant Part Time
Miss Lucy Kitt	BA (Hons) Classical & Archaeological Studies	ICT/Teaching Assistant/IPGCE
Mrs Victoria Langford	NNEB	Teaching Assistant – Kindergarten & Year 2
Miss Sabrina Mercury	JEB.Teaching Dip., ASA Teaching Cert.	Teaching Assistant Juniors & P/T Swimming Coach
Mrs Paula Millsom	SLT Level 3	Teaching Assistant – Part Time

Mrs Tracie Robinson	Level 3 Teaching Assistant	Teaching Assistant – Full Time
Mrs Lynn Scrivener	Level 2 Teaching Assistant	Teaching Assistant – Part Time 4 days per week
Mrs Tanya Sibley	ASA. Teaching Cert.+ Nat. Rescue Award	Part Time Swimming Coach
Mrs Anita Wiggins		1 on 1 Learning Support/Midday Supervisor

PERIPATETIC STAFF

Mr David Ball	HND Popular Music Performance	Guitar Teacher (1 day per week)
Mrs Katrina Banks	BA (Hons)	Part Time Music Teacher (4 days per week)
Mr Neil Hogan		Drum Teacher – 1 day per week
Mrs Alix Oddy	BA Humanities (Hons)	Woodwind Teacher – 1 day per week
Mrs Suzanne Wiltshire	BA Ed (Hons)	Part Time Music Teacher

NON-TEACHING STAFF

Miss Kim Booty	Cleaner
Mrs Nicky Chatfield	Receptionist/Admin Assistant
Mrs Gillian Dove	Cleaner
Mr Andy Elsworth	Maintenance Officer
Mrs Caroline Ferrand	Midday Assistant
Mrs Sarah Hipgrave	Midday Assistant
Mrs Michelle Kilner	Finance Assistant Part Time
Mrs Shirley Lewis	After School Care
Mrs Jennifer MacLellan	Registrar/Marketing Manager/DSL/First Aid Coordinator
Mrs Gita Makwana	Business Manager
Mrs Geraldine McCardle	After School Care Assistant Part Time

Miss Teresa Phillips	Cleaner
Mrs Sandra Priest	Head's P.A./Office Manager/SCR/Recruitment Admin.
Miss Alice Ridgeon	Midday Assistant
Mrs Christine Scott	Out of School Clubs' Leader
Mr Ken Stephenson	IT Technician
Mrs Maria Went	Midday Assistant
Mrs Pamela Wright	Before School & After School Care
Mr Kevin Young	Site Officer