

## Willow Farm Primary Areas of Responsibility



**Michelle Robinson – Head Teacher**  
**Karina Fulton – Deputy Head, SENCO**  
**Heather Wilkinson- School Business Manager**

**Governors recorded in red.**

<p><b><u>Michelle Robinson</u></b>  <b><u>Carla Middleton</u></b>                      Assessment                      Safeguarding                      Everything!</p>	<p><b><u>Karina Fulton</u></b>  <b><u>Catherine Harrold</u></b>                      SENCO                      Well Being- Mental Health Lead                      Achievement for All                      Support Staff Line Manager                      Gifted and Talented                      Assessment (SEND)                      Child Looked After                      Safeguarding                      Education Visits Coordinator                      Student Mentor- B'Ed and PGCE</p>
<p><b><u>Nicole David</u></b>  <b><u>Joy Birch</u></b>                      Music                      MFL                      Key Stage 2 Leader- Summer</p>	<p><b><u>Cathy Smith</u></b>  <b><u>Dr Claire Hawkes</u></b>                      Science- lead                      DT                      Key Stage 1 Leader -Summer</p>
<p><b><u>Lilith Knight</u></b>  <b><u>Hannah Barrs</u></b>                      Year 6                      History                      Geography</p>	<p><b><u>Julie Redfern</u></b>  <b><u>Hannah Barrs</u></b>                      EYFS                      Art and Design                      PHSCE                      School Council</p>
<p><b><u>Wendy Syalon</u></b>  <b><u>Joy Birch</u></b>                      English                      Maths- KS1 (Maths Hub)                      Key Stage 1 Leader- Autumn                      Investors in Pupils                      Student Mentor- School Direct.</p>	<p><b><u>Sheetal Gautam</u></b>  <b><u>Claire Hawkes</u></b>                      Science- support                      Religious Education                      Cultural Diversity/ British Values                      Key Stage 1 Leader-Spring</p>
<p><b><u>Tom Drew</u></b>  <b><u>Adam Bee</u></b>                      Safeguarding                      Computing                      Autism Lead                      Forest School/Outdoor Learning                      CPD                      KS2 Leader- Autumn</p>	<p><b><u>Teaching Assistants</u></b>  <b><u>Adam Bee</u></b>                      Display- Communal Areas                      Management/ordering art and classroom                      resources.</p>
<p><b><u>Doug Macgregor</u></b>  <b><u>Mary Clancy</u></b>                      Maths                      PE                      Key Stage 2 Leader- Spring</p>	

**Heather Wilkinson**

**Carla Middleton**

Line Manager of MDSAs, Caretaker,  
Admin Staff  
Whole School Administration  
Finance  
DBS Checks  
Health and Safety

**Adelle Pateman**

Admin Support  
Piota  
Letters to Parents  
Parent Liaison  
Finance- Trips, School Uniform, Fruit etc