

Staffing and governance *for the website*

Staff – teaching and support

Staff and pupils at Bigland Green are addressed by their first names. Staffing for September 2020 is as follows and will be reviewed regularly to meet pupils' learning needs.

	Year	Classes	Classteacher	Teaching assistant	NNEB/ Other support	LSA
Team 1 Team Leader: Rachel	Nursery	Sunflower	Saleha HK	Hajira	Halema	Donna C
	Nursery	Lavender	Rachel/Donna	Salma	Jacqueline	
	Reception	Daffodil	Mariyam	Dhiyaa	Rajna	Yazmin
	Reception	Bluebell	Hannah	Ridwana	Carole	
Team 2 Team Leader: Toby	Year 1	Honeysuckle	Amir	Latifa	Reshna Saeema	Taslima
	Year 1	Camellia	Hafsa K (LL)	Maggie		Dilara & Michelle
	Year 2	Geranium	Hamida	Shuhayb		Marium
	Year 2	Rose	Tasnia W	Sharmina		Shahida
		Y2 Set	Feruja			
	Year 3	Tulip	Nozmul	Ahaz		
	Year 3	Ivy	Tanzila (LL)	Zubair		
		Y3 Set	Nilufa			
Team 3 Team Leader: Saleha	Year 4	Crocus	Shaheda (LL)/ Nasima	Mahdi		Komrun
	Year 4	Hydrangea	Fahmida K	Mariam		Shopna
		Y4 Set	Tasnia			
	Year 5	Violets	Zaynab	Jaq		Komrun
	Year 5	Hyacinth	Chloe	Reeha		
		Y5 Set	Shazida (LL)			
	Year 6	Orchid	Mangay	Reshmi		Farhat & Monwara
	Year 6	Poppy	Aaksa	Razina	Ferhana	
		Y6 Set	Saleha (LL)			

LL = Learning Leader [LL for Year 2, Toby]

PPA at a glance

Monday	Tuesday	Wednesday	Thursday	Friday
	AM – Year 3	AM – Year 6	AM – Year 4	AM – Year 5
	PM – Year 2	PM - Reception	PM – Year 1	PM – Nursery

Learning leaders

Year 1: Hafsa K	Year 3: Tanzila	Year 5: Shazida
Year 2: Toby	Year 4: Shaheda	Year 6: Saleha

Teaching & learning responsibilities (TLRs)

English: Nozmul & Shazida <i>Shadow:</i> Fahmida [SLT – Rachel & Saleha]	Mathematics: Mangay <i>Shadow:</i> Zaynab [SLT – Rachel & Saleha]	Science and DT: Hamida & Hafsa T [SLT – Toby]	Computing: Tanzila <i>Shadow:</i> Aaksa [SLT – Abdul-Hayee]
Health & sports: Toby [SLT – Abdul-Hayee]	Wider curriculum: Nilufa & Shaheda [SLT – Toby]	SEN & MAP: Elena/Hafsa [SLT – Abdul-Hayee]	Raising standards leader (RSL) Saleha

Other roles & responsibilities

Learning mentor for pupil well-being KS2* Jorina	Speech & language Louise, Masuda & Razia	Early reading support Reshna & Saeema	Librarian Ameera
Mentoring assistant Aaishah	KS2 reading support Ferhana	Computing technician Shakib	PE TA Salman

*Learning mentoring support for EYFS and KS1 will be from the class TAs/LSAs

Office and premises

Office manager: Nazma	Premises manager: John	Finance officer: Amina
Office admin: Afshana, Anisah and Zaynab A	Head of kitchen Patsy (contract services)	Cleaning team: Yvonne, Noureen & Vanita

Lunch assistants

EYFS	Team 2 (Y1, Y2 & Y3)	Team 3 (Y4, Y5 & Y6)
Sasna; Rabia; Shazna; Shurjana	Dilara; Shaheda; Shahnaz; Sania; Fatima; Romana	Komrun; Shahanara; Tulona; Sania; Halina; Shefali

Governing body (GB)

Parent governors	Local Authority	Co-opted		Teacher/staff
Md Zahid Alam	Dennis Twomey	Barbara Patilla	David Marks	Tanzila Hussain
Raja Miah		Jacqueline Kirsh	Shahanara Ali	Abdul-Hayee Murshad

Governors meet twice each term. The dates are available from the Headteacher or the Clerk to the GB. Staff members may be asked to attend the GB to present a brief report of their learning. This helps governors keep up-to-date with developments in the school and take informed decisions. All staff members are welcome to attend GB meetings as observers and are requested to seek permission from the Chair of the GB in advance.

Governors are invited to relevant Training Days and have regular visits including learning walks. The dates for these are circulated in advance and are published on the termly calendar.

Staffing and line management responsibilities

Effective line management is critical to success at all levels within Bigland Green, especially for ensuring learning which is inspiring. As well as providing drive and vision, school leaders ensure that staff at all levels are supported and guided to work as effectively and efficiently as possible and in so doing, reduce underperformance and eliminate in-school variation. The school provides training to leaders at all levels for their own development and line management responsibilities.

School leaders ensure that the staff members they manage are supported to develop and apply knowledge and skills in judging standards, monitoring and evaluating the quality of teaching and learning, and leading sustainable development in the school. The ultimate aim is to ensure that pupils receive high quality education. Key responsibilities of school leaders/line managers at Bigland Green include the following so that each pupil gets the best possible learning:

- Helping people to grow and develop by managing and supporting performance
- Effective induction and helping bring school policies to life
- Planning and organising work priorities, and managing resources effectively
- Promoting equality and diversity
- Ensuring effective communication
- Supporting people to achieve and be successful

At Bigland Green there is a strong relationship between the senior and curriculum leaders which is supported by a strong line management structure with clear lines of accountability underpinned by a clear system of performance management as follows:

