HIGHWOOD COPSE PRIMARY SCHOOL

NEWBURY COLLEGE ACADEMY TRUST

Highwood Copse Team

June 2021

NCAT Trust Board

HCPS Governors

Catherine Morley
Executive Head

Clerk to the trustees
Vacant

Serraphina Robinson
Head of School

High Level Teaching Assistant
Vacancy

Responsibilities
Support Teachers
Classroom cover
Complete records
Lead the breakfast and after school club

Specialist Teaching Staff

Responsibilities
Plan & Deliver curriculum requirements
Complete records
Manage behaviour
Parental feedback

School Business Manager
Vacancy

Responsibilities
Management of Finances
Facilities & Resources Management
People Management
Free milk and snacks
Staff Checks
Health & Safety
Administration

Lunchtime Supervisor
Vacancy

Responsibilities
Serve school meals
Food safety management
Liaise with food supplier

Teaching Assistant
Vacancy

Responsibilities
Support Teachers
Complete records
Playground Management