



Co-op Academy  
Leeds

# **Staff Responsibilities**

**2023-24**

This policy is reviewed annually to ensure compliance with current regulations

## Staffing: Responsibilities

Role	Staffing	Contact number /Further info	Contingency
<b>Head of Centre</b>	Natalie Jones	230	Jessica Field
<b>Exams Officer</b>	Samantha Walker	07894436440/214	Emma Pearson
<b>Vice Principal</b>	Jessica Field Samuel Moncaster	235 / 217	Natalie Jones
<b>SENCo</b>	Jessica Field	235	Available via telephone if possible. Ensure that all AA documents are in place ASAP for JCQ inspection. SEN paraprofessionals may also be able to assist.
<b>Access Arrangement assessor</b>	Trust appointed SEND Co	229	External company – Yorkshire Dyslexia company – previously used in 2019/20
<b>Heads of Subject</b>	Tonya Pitin Alison Lister Deborah Barnett Kyle Houston Charlie Tracey Harinder Kaur Sorina Radu Emma Pearson Laura Sutcliffe Katy Booth Adam Rayner Lucy Clifton Mohammed Azam Naomi Wall	Maths (241) English (245) Science (250) History (252) Geography (252) RE (227) MFL (253) Business (210) H&Sc (244) Technology (244) PE (249) Music (248) ICT (250) Art (232)	Second in Departments will be contacted if HoD's are absent. Subject teachers will also be able to assist with any advisory issues.  <u>It is to be noted that no subject teachers may be present in exam rooms</u>
<b>Head of Year</b>	Amanda Palmer (Year 11 Manager)	256	Emma Pearson
<b>Senior Invigilators</b>	Not appointed		

Internal direct dial contact numbers supplied for internal members of staff who do not require a direct line number to be contacted during an exam day.

**School number 0113 380 7940 + (214)**

**Please be mindful that mobile numbers given are personal mobile numbers**

## Useful contact numbers

<b>AQA</b>	0800 1977162
<b>Edexcel</b>	0344 4632535
<b>OCR</b>	01223 553998
<b>Eduqas/WJEC</b>	02920 265000
<b>NCFE</b>	0191 2398000
<b>Ofqual</b>	0300 3033344
<b>Parcel Force</b>	0844 5617998 / 0344 5617998

## Important note

Please refer to the [Exams Policy \(page 3 onwards\)](#) for a full list of staff responsibilities and duties. This document only seeks to provide a quick reference in case of an emergency, and should always be used alongside the centre's full exam policy.