**The Community:**

**School ………………………**

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|  | What is the role of these people at school? | Example of their work: |
| 1.Headteacher | Manage the school, staff & pupils. |  |
| 2.Head of year | Track pupils' progress in a particular year. | Track pupils' attendance. |
| 3.Registration teacher | Look after the progress and welfare of pupils in a particluar class. | Take the register each morning. |
| 4.Caretaker | Manage cleaning staff & ensure the school is clean and safe. | Open and lock the premises. |
| 5.Secretary | Accountable to the Headteacher and in charge of the school's administrative work. | Write letters home. |
| 6.School Nurse | Accountable to the Health Board and helps the school by working with the welfare unit. | Meet individuals who want medical advice. |
| 7.CAMHS | Funded by the Health Board and helps the school by supporting pupils with mental health problems. | Give advice to pupils suffering from depression. |
| 8.Social Service | Funded by the County to protect pupils' welfare. | Give advice and support to pupils who have problems at home that prevent them from attending school. |
| 9.5x60 Officer | Come to school for periods to promote sports activities. | Give Yoga lessons. |
| 10. Kitchen staff | Prepare food for site employees and pupils. | Prepare lunch. |
| 11.Parents | Ensure their children attend school regularly and support the school. | Attend parents' evenings. |
| 12.Governor | Support the school and challenges headteacher/staff on specific issues. Offer advice and opinion on matters in all areas. | Attend meetings to discuss whole school issues. |
| 13.Learning Coach | Support a particular pupil or group of pupils who need more help with work. | Hold lunchtime sessions to help pupils with their homework. |
| 14.Head of Department | Manage a department and ensure work plans are up to date. Monitor and track pupils' progress within the subject. | Analyse examination data and prepare a report for the Headteacher. |
| 15.Tŷ Gobaith | Visit schools to support pupils affected by a death in the family. | Individual sessions with pupils to support them. |
| 16.Police | Funded by the County to support the school on specific issues. | Give talks to groups of pupils on social or legal issues. |
| 17.Local Councillor | Show an interest in school development and advise the Headteacher or Governors on specific issues. | Meet with the Headteacher to discuss funding. |
| 18. Welfare Officer | Funded by the County to support schools on attendance issues. | Interview individuals who miss many school days. |
| 19. Barnados | Charity that supports pupils affected by drugs or substance abuse at home. | Interview individuals to discuss and advise on drug problems. |
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