# Who do I contact



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<ul> <li>PE &amp; School Sports</li> <li>Music Service</li> <li>Young Peoples Learning Service</li> <li>SEMA/Gypsy/Roma Travellers</li> <li>E-Learning Service</li> </ul>	9 -10 11 12 13
School & Learner Support	
Estates and Facilities Service Pupil Support Service Assessment & Psychology Service Assessment & Psychology Business Support Team Education Welfare Service Inclusion Support Service St Thomas's PRU Governor Services Business & Admin Support	14 15 16-17 17 18-20 21-23 24 25 26
Blackburn with Darwen Children's Centre	27-28
Children's residential network  Anchor Avenue Cherry Tree Lane Gatehouse Apple Trees Lytham Road  Useful numbers at the Exchange	761827 202405 265554 503770 55358
Reception at the Exchange Central services – Guy Lucas/Alan Crowther	666872 or 666871 666409 or 666549

# **Blackburn with Darwen Education Department**

#### **Senior Leadership Team (SLT)**

Contact	Responsible for	Telephone Number
Harry Devonport Director of Education	Director of Education (The Exchange, East Wing, Floor 2)	666429
Mebz Bobat Head of Service	Schools and Culture (The Exchange, Floor 5)	666680
Zaq Patel Head of Service	School and Learner Support (The Exchange, Floor 5)	666695
Lisa Bibby BSF Project Director	Building Schools for the Future (based at Pleckgate CLC)	244522

#### **Secretariat to Senior Leadership Team**

The Exchange, East Wing, Floor 2, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Margaret Lockett Senior Admin Officer)	Senior Business Support for Zaq Patel and Mebz Bobat	666737
Joanne Brown Senior Admin Officer	Senior Business Support for Zaq Patel and Mebz Bobat	666751

# **Library & Information Service**

#### Blackburn Central Library, Town Hall Street, Blackburn, BB2 1AG

Contact	Responsible for	Telephone Number
Kath Sutton Library Service Manager	Responsible for the strategic management, development and delivery of the Library and Information Service	587907
Jean Gabbatt Principal Librarian Literacy Dev, Learning & Stock	Co-ordinates, manages and develops LIS service provision with respect to literacy development, learning, stock procurement and management.	587937
Adele Karwat Principal Librarian Customer Services	Responsible for the overall management, operation and development of customer facing services across all library service points	587954
Wendy Hargreaves Senior Librarian Resources & Facilities	Co-ordinates many back office functions related to budgets and financial procedures, staffing resources, buildings, vehicles, room bookings and collation and co-ordination of most statistics.	587902
Senior Librarian Literacy Development	Co-ordinates the delivery and development of literacy development programmes for all ages, borough-wide managing staff in the children's, schools and adult literacy teams.	587936
Catherine Snelling Senior Librarian Central Library	Responsible for the day to day front line provision of services at the Central Library across all sections.	587237
Isabel Ormerod Librarian, Learning & Engagement	Manages the learning and engagement team, devising and delivering adult engagement programmes, including volunteering, across libraries and in the community.	587662
Andrew Orr Librarian, Children's & Early Years	Manages the children's services team, borough-wide, with responsibility for Bookstart deliver, junior stock management, out-of-hours literacy/learning programmes and early years/school provision (0-15yrs)	587941

Ruth Robinson	Manages stock procurement and	587663
Librarian, Stock	provision, borough-wide, with	
	responsibility for the stock unit, inter-	

	library loans service and stock	
	management.	
Ada Clinton	Manages the school library service	587913
Librarian, School Library	providing teaching resources, library	
Service	stock and advisory support to primary	
	and special schools, borough wide.	
Diana Rushton	Day to day management of community	587919
Librarian, Community History	history service and resources.	
	Oversees Cotton Town database.	

#### **Museum and Art Service**

# Blackburn Museum and Art Gallery, Museum Street , Blackburn, BB1 7AJ

Contact	Responsible for	Telephone Number
	Disable was Museum and Art Calley	
Paul Flintoff	Blackburn Museum and Art Gallery	667130
Museum Manager & Curator	Turton Tower	
	Museum education service to schools	
Rebecca Johnson	Public Art, Arts with communities, Art	667130
Head of Arts	within schools and museum.	

# **School Improvement**

School Improvement Officers – The Exchange, West Wing, Floor 2A, Ainsworth Street, Blackburn, BB1 6AD.

Contact	Responsible For	Telephone Number
Peter Nye		666498
School Improvement Officer	All Blackburn with Darwen schools	
Dot Thomson School Improvement Officer	have an assigned School Improvement Officer whose role is to	666499
Sheila Ratcliffe School Improvement Officer	support and challenge schools to raise standards of achievement, through the provision of a broad, balanced, high quality education for all pupils.	666504
lan Mason School Improvement Officer	- quality education for all publis.	666501
Maggie Huyton School Improvement Officer		666502
Harry McLoughlin School Improvement Officer		666495

#### **School Development Service**

School Consultants, School Development Coordinator, The Exchange, West Wing, Floor 2A, Ainsworth Street, Blackburn, BB1 6AD.

Contact	Responsible for	Telephone Number
Sharon Howard School Development Service Manager	Leadership and management of the School Development Service	666530
Kathryn Walker School Intervention Consultant	Direct intervention support for schools	666518
Julie Allison School Intervention Consultant	Direct intervention support for schools	666517
Robert Robinson School Development Consultant	Every Child A Talker, Speech and Language support, speaking and listening assessment etc.	666520
Andy Lavin School Development Consultant	Learning Outside the Classroom, EVC and Visit Leaders Training, First Aid Training, Building effective teams, coaching etc.	666522
Heather Smith School Development Consultant	Physical Education and teaching and learning, assessment, health and safety, School Games trainer	666519
Neil Holden School Development Consultant	Every Child Counts Teacher Leader, Every Child Counts programme, 1 <sup>st</sup> Class@Number programme, Numicon	666566
Gill Crompton School Development Consultant	Every Child a Reader Teacher Leader. Every child a Reader, Better Reading Partners. (Based at Shadsworth Infants School)	698002
Kath O'Malley School Development Consultant	Assessment, identifying gaps in achievement, strategies for narrowing the gap.	666523
<b>Di Grimshaw</b> School Development Consultant	Health and wellbeing, transformational learning, quality teaching and learning, sex and relationships education, PSHE education, School council support, citizenship.	666531
Samantha Lees School Development Coordinator	Risk taking behaviour, substance misuse, alcohol, tobacco education, PSHE education.	666457
Deborah Fawcett School Development Coordinator	Anti-bullying support, Emotional Health and Wellbeing, peer massage, SEAL, NLP staff wellbeing.	666512

Laura-Jo Popland School Development Coordinator	Extended Services, cluster support, Study/extra curricular activities and holiday learning, parental involvement, partnership development, consultation process support, educational research.	666515
Steve Jones School Development Coordinator	Community development, business planning and funding bids, project management, play and sport development.	666567

All members of the School Development Service employ a wider range of skills and knowledge in addition to those listed and are able to provide bespoke school improvement support to meet individual school priorities.

# **Music and Arts**

# The Exchange, West Wing, Floor 2A, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Jayne Perrot Head of Music & Arts	Leadership & management of the Music Service	666516
Joan Parkhouse Senior Curriculum Support Teacher	Wider Opportunities & Curriculum support	666514
Kate Parkinson Instrumental Tutor	Vocal Tutors	666537
Nick Mackey Senior Tutor	Guitar Tutors	666533
Paul Rigby Senior Tutor/Ensemble Co-ordinator	Brass & Percussion, String Tutors	666513
Victoria North Senior Tutor	Woodwind Tutors	666511
Andrew Wilson Instrumental Tutor	Peripatetic Tuition	All tutors can be contacted via the admin team on 666466/666465
Dave Parkinson Instrumental Tutor	Peripatetic Tuition	
Dorina Ashworth Instrumental Tutor	Peripatetic Tuition	
Emily Wainwright Instrumental Tutor	Peripatetic Tuition	
Graham Morris Instrumental Tutor	Peripatetic Tuition	
Helen Pilinger Instrumental Tutor	Peripatetic Tuition	
Huw Jacob Instrumental Tutor	Peripatetic Tuition	
Irina Kolosova Instrumental Tutor	Peripatetic Tuition	
John Unwin Instrumental Tutor	Peripatetic Tuition (Steel Pans)	
Kate Parkinson Instrumental Tutor	Peripatetic Tuition	

Mark Burton Instrumental Tutor	Peripatetic Tuition	
Matthew Berry Instrumental Tutor	Peripatetic Tuition	
Natasha Jones Instrumental Tutor	Peripatetic Tuition	
Will Lenton Instrumental Tutor	Peripatetic Tuition	
Louisa Watson Instrumental Tutor	Peripatetic & WOPS	
Sian Phillips Instrumental Tutor	WOPS (Wider Opportunities Programme)	
Janaina Roberts Instrumental Tutor	WOPS	
Janet Goodship Instrumental Tutor	WOPS	
Kathryn Threlfall Instrumental Tutor	WOPS	
Mahesh Navekar Instrumental Tutor	WOPS	
Misoshi Fiadogbe Instrumental Tutor	WOPS	

# **Young Peoples Service**

# The Exchange, West Wing, Floor 2A, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Janet Jackson Service Manager	14-19 Strategic Partnership lead, Connexions/IAG commission, NEET/Participation, Pennine Lancashire education and skills, YPLA 16-24 contracts.	666467
Susan Hayward 16-19 Manager	Raising the Participation Age, Foundation Learning, Learners with learning difficulties and or disabilities and or disabilities post 16, Post 16 provider liaison.	666565
Qamar Sheikh 16-19 Support Officer	16-19 data, information and analysis, Apprenticeships 16-24, national Apprenticeship Service liaison.	666506
Oi Ping Li-Park Admin Officer	14-19 Strategic Partnership administrative support, foundation learning, IAG and Apprenticeship subgroup support.	666505

### **Support for Ethnic Minority Achievement (SEMA)**

# The Bungalow, Beardwood Humanities College, Preston New Road, Blackburn BB2 7AD

Contact	Responsible for	Telephone Number
Carole Grady Manager	Managing the SEMA service to deliver support to schools in order to raise the achievement of pupils new to English, underachieving advanced bilingual learners, pupils of Gypsy, Roma and Traveller heritage and other vulnerable groups at risk of underachievement.	614983
Helen Roe EAL Consultant Cross Phase	Support to schools through CPD, partnership working and consultancy.	614983
Catherine Hartley EAL Consultant Early Years/Primary	Support to schools and Early Years settings through CPD, partnership working and consultancy.	614983
Adiccabandhu Casey Independent Consultant	Parental involvement initiatives, resource development and special projects.	614983
Gillian Booth GR & T Consultant	Support to schools with pupils of GR & T heritage through CPD, partnership working and consultancy.	614983
Kirsty Taylor GR & T Home/School Liaison Officer	Working across schools with pupils of GR & T heritage, building links between home and school.	614983
Christine Briercliffe Refugee and Asylum Home/School Liaison Officer	Working across agencies to facilitate access to education and building links between home and school.	614983
Julie Nicholls Clerical Assistant	Administration/finance support	614983
Asma Patel Bilingual Assistant	Working with children new to English.	614983
Sultana Dudia Bilingual Assistant	Working with children new to English	614983
Najaf Hussain Bilingual Assistant	Working with children new to English	614983
Halinka Memmory Bilingual Assistant	Working with children new to English	614983

#### **E- Learning Team**

City Learning Centre (CLC) – two sites Witton Park, Buncer Lane, Blackburn Pleckgate, Pleckgate Road, Blackburn

All staff do cover both sites, Pleckgate CLC and Witton CLC

Contact	Responsible for	Telephone Number
Charlotte Hesketh E Learning Service Manager	E Learning Service, Pleckgate and Witton City Learning Centres	244561
Carole Bond E Learning Project Officer	ICT Infrastructure and Broadbands	244373
Rafiq Patel Systems & Network Analyst	Technician Services	244562
Katie John E Learning Consultant – Primary Focus	Primary Focus	685551
Liz Alderson E learning Consultant – Secondary Focus	Secondary Focus	244371
Trudy Park E Learning Consultant – Secondary Client Focus	Secondary Client Focus	244375
Graham Dean E Learning consultant – Learning Platform	Learning Platform	244567
Jane Thompson E Learning Consultant	Consultancy	244376
Jenna Berry Administration Assistant Part Time	Administration, Finance, general office duties	244377/ 685550
Jenna Bibby Administration Assistant Part Time	Administration, Finance, general office duties	244377/ 685550
Susan Atkinson Administration Assistant Part Time	Administration, general office duties	244377/ 685550
Anthony Taylor Site supervisor both sites	Supervisor for security & cleaning for both sites	685550/ 244560
Salim Dalal Site supervisor both sites	Supervisor for security & cleaning for both sites, part time	244560/ 685550

# **Estates and Facilities Team**

#### The Exchange, East Wing, Floor 1, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Helen Olive Estates & Facilities Manager	Estates and Facilities management	666410 07910519272
Andrew Baker Estates Development Manager	Premises related issues	666211 07736028901
Peter Yarnold Lead Estates Officer	Premises related issues	666416 07843300097
Rashid Valli Estates officer	Premises related issues	666415 07736028900
Lynn Stott Facilities management Officer (Job share)	Catering issues in Schools.	666414 07736028889
Barbara Haddleton Facilities Management Officer (Job Share)	Catering issues in Schools	666412 07736028902
lan Eastwood Lead Facilities Management Officer	Grounds maintenance and building cleaning in schools	666413 07736028890
Anthony Newsham School Organisation Manager	Planning of School places, School organisation proposals, statutory returns, including PLASC and performance indicators.	666451
VACANT Administration Assistant	Administration support for Estates and Facilities Team.	666418

# **Pupil Support Services Team**

# The Exchange, West Wing, Floor 4B, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Tony Brown Exclusions & Elective Home Education Manager	Responsible for providing information and assistance on exclusions & elective home education. Lead manager for In-year-Admissions. Lead manager for Tauheedul Girls High School Appeals.	666606
Carol Coombes Admissions Manager	Responsible for co-ordinating the admissions for Yr 7 transfers (Secondary), Reception (Primary) & Yr 2 – 3 (Infant-Junior) schools. Lead manager for Community School appeals.	666605
Sandra Coghlan Senior Administration Officer	Responsible for co-ordinating Primary admissions with the admissions manager. Admin support for Secondary, Infant – Junior transfers, In-Year Admission requests & School Appeals. Support to Exclusions & Elective Home Education Manager, Principal Educational Welfare Officers & EWOs	666698
Peter Cafferty Administration Officer	Responsible for providing admin support for Primary, Secondary, Infant – Junior transfers, In Year Admission request & School Appeals. Support to Exclusions & Elective Home Education Manager, Principal Educational Welfare Officer & EWOs.	666602
Rachel Baron Administration Assistant	Responsible for providing admin support for Primary, Secondary, Infant – Junior transfers, In-Year Admission requests & School Appeals. Support to Exclusions & Elective Home Education Manager, Principal Educational Welfare Officer & EWOs	666701
Brad Gorman Clerical Assistant	Responsible for providing admin support for Primary, Secondary, Infant – Junior transfers, In year Admission requests & School Appeals. Support to Exclusions & Elective Home Education Manager, Principal Education Welfare Officer, & EWOs.	666697
Barbara Smith Clerical Assistant	Responsible for providing admin support for Primary, Secondary, Infant – Junior transfers, In-Year Admission request & School Appeals. Support to Exclusions & Elective Home Education Manager, Principal Educational Welfare Officer & EWOs.	666856

# **Assessment & Psychology Service**

# The Exchange, West Wing, Floor 5, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
David Crowder Assessment and Psychology Services Manager	Statutory Assessment Team – management of the team, contribution to SEN strategy development and deals with tribunals.	666881
Steve Miller SEN Officer	Writing statements and IPRAs, amending statements, attending reviews, processing reviews.	666750
Julie Jackson SEN Officer	Writing statements and IPRAs, amending statements, attending reviews, processing reviews.	666752
Sue Cheetham Senior SEN Caseworker	Named Officer for the Authority, casework for Out of Borough schools and providing support to the Statutory Assessment Team.  Management of specialist equipment, independent special schools and recoupment budgets.	666739
Mark Nelson SEN Caseworker	Named Officer for the Authority, casework for Blackburn with Darwen schools and providing support to the Statutory Assessment team. Management of SEN database, administration of Pupil Resource Panel, named contact for pupils moving into and out of the Authority.	666749
Stephanie Thompson SEN Caseworker	Named Officer for the Authority, casework for Blackburn with Darwen schools and providing support to the Statutory Assessment team.  Maintaining records of Looked After Children with Special Educational Needs.	666738
Mark Hamlin Senior Educational Psychologist	Management of Educational Psychology service	666881
Wendy Thorley Specialist Educational Psychologist (community)	Psychological consultation, assessment, intervention, training & development, research & project work, with a particular focus on developing community work.	666878
Kim Newton Anne Ford Educational Psychologists	Psychological consultation, assessment, intervention, training & development, research & project work.	666880

Sofiya Patel Kathrine Turner Kathryn Robinson Educational Psychologists	Psychological consultation, assessment, intervention, training & development, research & project work.	666882
Rebecca Ashton Marcia Vasco Beth Phelan Liz Roberts Educational Psychologists	Psychological consultation, assessment, intervention, training & development, research & project work.	666887

# **Assessment & Psychology Service, Administration Team**

# The Exchange, West Wing, Floor 5b, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Sandra Botterill Senior Administration Officer	Supervisor for admin team providing support to the educational psychology team, educational welfare and SEN team.	666881
Linda Nuttall Administration Officer	Admin support to educational psychology team, educational welfare and SEN team.	666878
Administrative Assistant	Admin support to educational psychology team, educational welfare and SEN team.	666877
Kurat Mahmood Clerical Assistant	Admin support to educational psychology team, educational welfare and SEN team.	666882
Rukhsana Patel (job share) Clerical Assistant	Admin support to educational psychology team, educational welfare and SEN team.	666879
Farhana Umarji Clerical Assistant	Admin support to educational psychology team, educational welfare and SEN team.	666875
Danielle Weatherburn Clerical Assistant	Admin support to educational psychology team, educational welfare and SEN team.	666882

# **Education Welfare Service**

# The Exchange, West Wing, Floor 5A, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Lawrence Warburton Education Welfare Manager	Line manager of the EWOs and responsible for the allocation and monitoring of school referrals to the service. Contact for advice and information on the protocols described in the Education Welfare 'Operational guidance and procedures handbook' and the 'Improving school attendance – making a difference' ring-binder, i.e. operating fast track case management interventions and the use of education related parenting contracts and penalty notices for tackling persistent unauthorised absence.  Also responsible for:  Overseeing child employment and entertainment performance licence applications;  The approval and registration of chaperones and matrons who look after and supervise the above;  Children Missing from Education;  The local authority's 'Pupil Pass' scheme; and  Liaison with the Police and Community safety team over youth referrals to the Anti-social behaviour 'prevent panel.'  Also contact if there is a need for emergency EWO support.	666862
Ismail Adam Education Welfare Officer	North East Neighbourhood Area  Witton Park High School Business & Enterprise College Brookhouse Primary Roe Lee Park Primary St Alban's Catholic Primary St James' CEP - Blackburn St Michael with St John CE Primary St Stephen's CE Primary St Silas' CEP Primary Wensley fold CE (Controlled) Primary  Link EWO for:  Islamic independent schools;	666852

Umar Farooq Education Welfare Officer	<ul> <li>Advice on issues concerning extended leave of absence and unapproved family holidays taken during term-time;</li> <li>Children missing from education.</li> </ul> South West Neighbourhood Area Beardwood Humanities College	666853
Omcei	St Bede's Catholic High School & Specialist Sports College  Feniscowles Primary Griffin Park Primary Meadowhead Infant Meadowhead Junior The Redeemer CEP Blackburn St Aidan's CEP St Anne's Catholic Primary St Francis' CEP St James CEP – Lower Darwen St Luke & St Philip's CEP St Paul's RC Primary St Peter's RC Primary	
Janet Heys Education Welfare Officer	Blakewater College Our Lady & St John Catholic Arts College Crosshill Special School  Audley Infant Audley Junior Intack Primary Longshaw Infant Longshaw Junior Our Lady of Perpetual Succour Catholic Primary St Antony's Catholic Primary St Mary and St Joseph's Catholic Primary St Matthew's CE Primary St Thomas' CE Primary Shadsworth Infant Shadsworth Junior	666851
Yusuf Laher Education Welfare Officer	Darwen & Rural Neighbourhood Area  Darwen Vale High School Newfield Special School  Ashleigh Primary	666857

Amjad Raza Education Welfare Officer	Avondale Primary Belmont Primary Lower Darwen Primary St Barnabas' CEP St Cuthbert's CEP St Edward's Catholic Primary St James' CEP – Darwen St Joseph's Catholic Primary St Paul's CEP – Hoddlesden St Stephen's Tockholes CEP Sudell Primary Turton & Edgeworth CE Methodist  North West Neighbourhood Area  Pleckgate Mathematics & Computing College Tauheedul Islamic Faith Girls High School  Cedars Infant Hawthorns Junior Holy Souls Catholic Primary Lammack Primary Sacred Heart CP St Barnabas' and St Paul's CEP St Gabriel's CEP  Currently off work on long-term sick leave	666861
Education Welfare Officer	Currently off work on long-term sick leave	000804

# **Inclusion Support Service**

#### Sunnyhurst Centre, Salisbury Road, Darwen, BB3 1HZ

Contact	Responsible for	Telephone Number
Gill Stevenson Head of Services	Managing Inclusion Support Service	778280
Karen Allison Co-ordinator	Physical difficulties/sensory impairment. Continuing professional development for SEN staff and SSA training.	778280
Margaret Cunningham Co-ordinator	Early Years	778280
Karen Gronow Co-ordinator	Social, emotional and behavioural difficulties	778280
Bernadette Flynn Co-ordinator	Speech & Language, Autism Spectrum Difficulties, Specific Learning Difficulties	778280
Glenys Whitaker Rosemary Brunt Gillian Tattersall (p/t) Magdalena Abbotts Louise Teese (p/t) Advisory Teachers	Early Years	778280
Anne Stanley Early Years Lead Teacher	Early Years	778282
Hilda Harries Early Support Panel Co- ordinator/Advisory Teacher	Early Years	778280
Helen Armstrong Kim Stinson Janet Cook Victoria Burnside (0.7) Advisory Teachers	Social, emotional and behavioural difficulties.	778280
Janet Thomson Elizabeth Cumbo Vacant Advisory Teachers	Visual Impairment	778280
Eileen Lowe SSA	Visual Impairment	778280
Nicola Steele Di Barton (0.5) Shaheen Buta Maggie Wong (St Wilfrid's) Advisory Teachers	Hearing Impairment	778280

Jennifer Haworth SSA	Hearing Impairment	778280
<b>Christine Howarth</b>		
(HI SSA – St Wilfrid's)		
Ann Marie Cooper (0.6) Louise Garner (HLTA)	Physical disabilities	778280
Advisory Teachers		
Neil Scott Advisory Teacher	Alternative curricular needs	778280
Lee Allen Sarah McEwen Andrew McVee (Our Lady & St John) Advisory Teachers	Autistic spectrum disorder	778280
Sam Moran SSA	Autistic spectrum disorder	778280
Hilary Midgley SSA	SpLD	778280
Pip St John Sarah Ritchie Advisory Teacher	Speech and language difficulties	778280
Helen Lloyd Specialist Therapist Speech and Language	Advice, assessment and training to schools as part of the SEN support team. Provided direct therapy in school for selected pupils.	778280
Sunita Asal Mobility Specialist	Providing mobility education to visually impaired children.	778280
Alison Rogers Speech and Language Therapist	Early years and language service	778280
Emma Hunt Shirley Dixon Aysha Limbada Nursery Nurse	Early years speech and language service	778280
Elaine Ainsworth Marion Hargreaves Khatoon Jaan Jocelyn Yates Tariq Hassan RRSSA	Social, emotional and behavioural difficulties.	778280 (via Karen Gronow)
Caroline Aldred Susan Bickham Angela Davis Linda Fernhead Lynn Haworth Trudy Jones Anne Miller Vicky McDermott Ela Rybicki	Early Years	778280 (via Margaret Cunningham)

Rose Shorrock Tina Amos (p/t) Julie Di Francesco Janet Smalley (p/t) Angela Bennison Heather Blackwell Pam Parkinson Olwyn Walsh Angela Troop Lesley Shepherd (p/t) EY SSAs Annika Mati Bi Lingual assistant /SSA		
Elaine Binns Senior Administration Officer	Providing administration support to the Inclusion Support Service	778280
Pat Duckworth Admin Officer	Provides admin support to the Inclusion Support Service Team.	778280
Yusuf Mulla Clerical Assistant	Provides admin support to the Inclusions Support Service Team.	778280

# St Thomas's Centre – Pupil Referral Unit

#### Lambeth Street, Blackburn, BB1 1NA

Contact	Responsible for	Telephone Number
Margaret Nowell Head of PRU	Heads the St Thomas's Centre (PRU) which provides full time educational provision for pupils who are either temporarily or permanently out of school as a result of illness, pregnancy, exclusion, non-attendance or have special educational needs.	680523
Patricia Walker Deputy Head of PRU	•	680523
Amanda Leaver Business Manager		680523
Matthew Grady Modern Apprentice	Administrative Support	680523
Hilary Lord Education Welfare Officer	EOTAS Education Welfare Officer	680523

# **Governor Services**

#### The Exchange, West Wing, Floor 2, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Andrew Hutchinson Governor Services Manager	A comprehensive support and advice service to schools in the Borough. In particular the team offers support to approx 1000 volunteer governors that make up the school population allowing them to fulfil their statutory duties of providing strategic leadership, challenge and support, and for being accountable to and for a range of strategic functions. The Team arranges and facilitates specific and bespoke training and development opportunities on a termly basis through a Service Level Agreement (SLA) with schools. The team also organise, coordinate and collate the termly agenda and reports to the governing bodies on behalf of the LA, to inform and update governors on new and emerging educational or related issues. The team supports the annual meeting cycle by providing a standard agenda and reports to GBs. In addition and where the school buys into the SLA, a LA clerk is provided for the meeting and any committee meetings held in the term. The team supports, coordinates and in many cases clerks school disciplinary hearings, grievances dismissals and exclusions. The team work closely with HR Consultants, Headteachers, Diocesan and Union representatives, Governors and School Improvement Officers.	666507
Catherine Caton Governor Services Support Officer	As above and in addition takes responsibility for training and development of clerks, including termly briefings. In addition keeps under review vacancies for Authority Governors and the SLAs.	666456
Leanne Aspinall Governor Services Support Assistant	As above and in addition takes responsibility for the administration of hearings and disciplinaries. Also has responsibility for the termly schedules and liaison with schools regarding additional agenda items.	666579
Safiyya Mulla Admin Assistant	General administrative support to the team including preparation of agendas and pack, updating meetings schedules, and maintenance of the Governor Administration and Training System (GATs) database.	666455

#### **Resources & Support Team**

The Exchange, West Wing, Floor 2A, Ainsworth Street, Blackburn, BB1 6AD

Contact	Responsible for	Telephone Number
Sharifa Valli Business Support Manager	Management of all the Business Support Teams which provide support to School Improvement Officers, School Development Service, Inclusion Support Service, Assessment & Psychology Service, SEMA, Governor Services, Pupil Support, Education Welfare, Music Service, Estates & Facilities Team. Provides strategic support to Director of Education and Heads of service. Also responsible for overseeing the school mail bags, school bulletin and meeting rooms bookings in the Exchange.  The Business Support team provides a range of dedicated and specific support to the teams within the Education Department. This support varies according to the team and its priorities and workload. Business support covers routine tasks such as word processing, filing, photocopying but also extends to more complex and professional tasks including clerking of meetings and hearings, budget monitoring, support for projects, and processing of financial and other correspondence.	666462
Julie Greaves Admin Manager	Deputises for the Business Support manager, projects, budget monitoring, senior support for all BSM areas.	666460
Mary Bolton Senior Admin Officer	Senior Support for the School Improvement Team, NQTs, PDP	666461
Seema Ahmed Senior Admin Officer	Senior Support for the School Development Service	666469
Donna Marie-Donald Admin Assistant	Admin Support for the SIOs, SSCOs, and general administration support.	666458
Naseera Chandia Clerical Assistant	Clerical support for the SDS and general clerical support	666471
Chris McKenna Clerical Assistant	Raising orders, Invoicing, general clerical support for the team.	666464
Vacant Clerical Assistant	Bulletin, booking meeting rooms, general clerical support for the team.	666475
Andy McKinnon Admin Officer	Support for the music and performing arts service.	666466
Saqib Hussain Clerical Assistant	Support for the music and performing arts service.	666465

# **Children's Centres**

Contact	Responsible for	Telephone Number
Accrington Road Children's Centre Accrington Road Blackburn BB1 2AF	Head of Centre: Sheila Moss	265130
Audley and Queens Park Children's Centre Pringle Street Blackburn, BB1 1SF	Head of Centre: Sheila Moss	507750
Audley and Queens park Children's Centre Queens Road Blackburn BB1 1QG	Head of Centre: Sheila Moss	265344
Darwen Children's Centre Lord Street Darwen BB3 0HR	Head of Centre: Maria Nugent	778900
Darwen Children's Centre Chapels site Winterton Road Darwen BB3 0ER	Head of Centre: Maria Nugent	701535
Earcroft Children's Centre Monton Road Darwen BB3 0AF	Head of Centre: Maria Nugent	870900
Hancock Street Children's Centre	Head of Centre: Tracy Lysons	666230
Higher Croft Children's Centre Higher Croft Road Fishmoor Drive Blackburn BB2 3UY	Head of Centre: Maria Nugent	2679220

John Smethurst Children's Centre St James Road Blackburn BB1 8ES	Head of Centre: Kath Kenyon	506910
Little Harwood Children's Centre Robinson Street Blackburn BB1 15PE	Head of Centre: Kath Kenyon	506910
Livesey Children's and All Age Centre Andrew Close Blackburn BB2 4NT	Head of Centre: Tracy Lysons  Head of Centre Sheila Moss	507950
Longshaw Nursery School and Children's Centre Crosby Road Blackburn BB2 3NF	Elizabeth Thompson – Headteacher	698832
Seven Tree's Whalley Road Blackburn BB1 6ER	Head of Centre: Kath Kenyon	264922
Shadsworth Children's Centre Shadsworth Road Blackburn BB1 2HR	Head of Centre: Sheila Moss	680733