

PUPIL WORKFORCE 2020

Job	Description of duties and skills	
<p><u>School Council</u></p> <p>10 pupils from year 6</p> <p>Leader – Mrs Wilson</p>	<p>You are ambassadors for our school and you will represent your fellow students by seeking their opinions and sharing them with the school leadership team. You may be required to help make changes to the way we do things in school and to help make important decisions.</p> <p>You need you be a good listener, respectful of other’s opinions and confident to speak in front of others.</p>	TBC
<p><u>News Ambassadors</u></p> <p>2 pupils from year 6</p> <p>Leader – Mrs Grist</p>	<p>You will be responsible for changing the Picture news display in the corridor, every Monday. You may even be needed to help with presenting the Monday morning assembly.</p> <p>You will need to be reliable, organised and reliable.</p>	
<p><u>Assembly Crew</u></p> <p>6 pupils from year 6</p> <p>Leader – Mrs Grist</p>	<p>You will be responsible for setting up the hall for assembly in the morning. Making sure benches, chairs, table, equipment, etc. are all ready.</p> <p>You may also be required to lead a simple assembly when the teacher is not there. You will need to be organised, punctual and reliable.</p>	
<p><u>School Ambassadors</u></p> <p>6 pupils from year 6</p> <p>Leader – Mrs Grist</p>	<p>You will be responsible for meeting and greeting visitors to school and talking to visitors about the various aspects of being a pupil at Russell Hall.</p> <p>You will need to be confident to talk to new people and be able to demonstrate Pride in our school at all times.</p> <p>You will need to wear your school tie and lanyard at all times.</p> <p>You may be required to attend Parent’s Evenings and other events after school.</p>	
<p><u>Office Worker – Lunchtime</u></p> <p>2 pupils from year 6</p> <p>Leader – Mrs McKinley</p>	<p>You will be responsible for helping staff in the office to sort and count out letters to go home, deliver them to classes and occasionally answering the telephone at lunchtime.</p> <p>You will need to be efficient, organised and sensible</p>	
<p><u>Office Worker – Morning</u></p> <p>2 pupils from year 6</p> <p>Leader – Mrs Kenny</p>	<p>To give out class information files and support office staff with morning jobs around the office.</p>	
<p><u>Playground Buddy</u></p> <p>6 pupils</p> <p>Leader – Mrs Hargrave</p>	<p>Buddies will teach younger children how to play new games, take turns and play fairly.</p> <p>You will need to enjoy playing with younger children, be caring and observant.</p>	

<p><u>Reading Buddy</u></p> <p>12 pupils</p> <p>Leader – Mr McDanielson</p>	<p>Reading buddies will listen to younger children read, talk about books and stories with younger children and write comments in the children’s journals.</p> <p>You will need to enjoy reading and working with younger children, be patient and helpful and be encouraging and positive.</p>	
<p><u>Rockstar Manager</u></p> <p>8 pupils from year 5</p> <p>Leader – Mr McDanielson</p>	<p>Help children to practise timestables and achieve rockstar badges.</p>	
<p><u>Writing Mentor</u></p> <p>8 pupils from year 5</p> <p>Leader – Mrs Lake</p>	<p>Support younger children with improving writing.</p> <p>Run handwriting clubs.</p> <p>Encourage children to reflect on their writing and look at what they need to do to improve.</p>	
<p><u>Digital Leader</u></p> <p>4-6 pupils</p> <p>Leader – Mr Lugg</p>	<p>Digital leaders are children who will learn about new IT software and also become the experts in school in using the It equipment available. They will be responsible for training other children and adults and for running clubs for younger children.</p> <p>You will need to have a passion for IT and enjoy teaching others new skills! It’s not all about you using the equipment</p>	
<p><u>Librarian</u></p> <p>4 pupils from year 6</p> <p>Leader - Mr McDanielson</p>	<p>Librarians will be responsible for keeping the library tidy and books in the correct place. You may also need to stamp new books with the school stamp and help to put them on the shelves. You may be able to run the library for some sessions and help children to choose books and check them out.</p> <p>You will need to be tidy, organised and enjoy books and reading.</p>	
<p><u>Eco Warrior</u></p> <p>4 pupils</p> <p>Leader – Mrs Butler</p>	<p>Eco warriors will be responsible for making sure all taps are turned off and all lights are off when people have left rooms.</p> <p>They will also be responsible for litter picking (using snazzy litter pickers) and encouraging others pick up their own litter! They would be responsible for promoting recycling in any way possible.</p> <p>You should have an interest in making our school a ‘greener’ place to be. This is a creative role and we would welcome good ideas!</p>	
<p><u>Corridor Monitor</u></p> <p>6-8 pupils</p> <p>Leader – Mr Clarke</p>	<p>Corridor Monitors will stand on the corridors in different places at break/lunchtime/other times when we are moving around school and they will be responsible for ensuring that children walk at all times and move sensibly around the building. They will have the power to recommend children for dojo points and also report children who are not being sensible.</p> <p>You will have to be positive, fair and sensible at all times</p>	

<p><u>Line Monitors</u></p> <p>6 pupils</p> <p>Leader – Mr Clarke</p>	<p>At morning, break and lunchtime you will need to be available to supervise one class line. You will need to be responsible for reminding children about standing quietly and facing the front. You will be able to reward children who are doing the right thing.</p>	
<p><u>Environment Monitors</u></p> <p>4 pupils</p> <p>Leader –Miss Gibson</p>	<p>Environment Monitors will be responsible for ensuring that public areas in school are neat and tidy. Lost property is regularly checked for names and returned. Display boards are well kept.</p>	
<p><u>Shared Area Assistant</u></p> <p>4 pupils</p> <p>Leader – Miss Downes</p>	<p>You will be required to help keep the Shared Area for Phase 1 organised, neat and tidy.</p>	
<p><u>School Bell</u></p> <p>1 pupil</p> <p>Leader – Mrs Kenny</p>	<p>To ring the school bell in the corridor at 8.50am each morning, to tell the staff that it is time to go out for the children.</p>	
<p><u>Walkie Talkie Monitor</u></p> <p>1 pupil</p> <p>Leader – Mr Reilly</p>	<p>You will need to check that the classroom walkie talkies are always charged.</p> <p>You need to be reliable and sensible, know your way around school and have a good memory.</p>	
<p><u>Junior Lunchtime Supervisors</u></p> <p>4 pupils</p> <p>Leader – Mrs Hobson</p>	<p>You will assist the adult Lunchtime Supervisors in the dining room. You may need to help younger children to cut up food, scrape trays, pour water or wipe tables.</p> <p>You will need to be able to follow instructions, work hard and be helpful to others.</p>	
<p><u>Diversity Defenders</u></p> <p>5 pupils</p> <p>Leader – Mrs Reilly</p>	<p>You will need to help others in understanding that we are all different, that we should celebrate our differences and be kind and respectful of all others.</p> <p>You will be a person who others can go to if they feel that they are not being treated well. You could help to resolve problems with name calling, unkindness or bullying.</p>	
<p><u>Door Monitors</u></p> <p>2 pupils</p> <p>Mrs Mouncey</p>	<p>After all children have come into school in the morning, you will need to check that the dining room door and the back door at the top of the stairs are both closed.</p> <p>You need to have good attendance and punctuality and be reliable.</p>	

<p><u>Nursery Monitors</u></p> <p>3 pupils</p> <p>Miss Bailey</p>	<p>You will be required to help keep the Nursery organised, neat and tidy.</p>	
<p><u>Sports Leaders</u></p> <p>4 pupils</p> <p>Mr Sykes</p>	<p>Help with after school clubs Ensure the PE store is tidy</p>	

Year 6

2 x news ambassadors

6 x assembly crew

10 x school council

6 x school ambassadors

4 x librarians

1 x school bell

1 x walkie talkie monitor

4 x office workers