



PUPIL WORKFORCE 2023-2024

Job	Description of duties and skills	
<u>School Council</u> <u>2 pupils from each class in KS2</u> Leader – Miss Bailey	<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> <p>You will also 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 lanyard at all times.</p> <p>You may be required to attend Parent's Evenings and other events after school.</p>	
<u>News Ambassadors</u> <u>2 pupils from year 6</u> Leader – Mr Grant	<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 sensible.</p>	
<u>Assembly Crew</u> <u>6 children from Year 5</u> Leader – Mr Grant	<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>	
<u>Playground Buddy</u> <u>6 pupils</u> Leader – Mrs Hargrave	<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>You will also need to make sure that the scrap shed is kept tidy and that the equipment is put away at the end of each lunchtime.</p>	
<u>Reading Buddy</u> <u>8 pupils</u> Leader – Miss Douthwaite Staff – Mrs Moore	<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. You will need to enjoy reading and working with younger children, be patient and helpful and be encouraging and positive.</p> <p><i>In singing assembly</i></p>	
<u>Writing Mentor</u> Leader – Mrs Smith Staff – Miss Whittaker	<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><i>In singing assembly</i></p>	

<u>Maths leaders</u> <u>4 children</u> Miss Gibson	You will be working with year 3 and 4 to develop their times tables skills You will set up games on TTRockstars You will organise competitions on TTRockstars You will need to be good at communicating, organising and know your times tables really well. <i>In singing assembly</i>	
<u>Digital Leader 4 children</u> Leader – Mr Lugg	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. You will need to have a passion for IT and enjoy teaching others new skills! It's not all about you using the equipment	
<u>Librarians 4 children (2 per day)</u> Leader - Mrs Smith	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. You will need to be tidy, organised and enjoy books and reading.	
<u>Eco Warrior 2 children</u> Leader – Mrs Walters	Eco warriors will be responsible for making sure all taps are turned off and all lights are off when people have left rooms. 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. 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!	
<u>Shared Area Assistant 4 children</u> Leader – Mrs Reilly	You will be required to help keep the Shared Area for Phase 1 organised, neat and tidy.	
<u>Junior Lunchtime Supervisors 5 children</u> Leader – Mrs Hobson	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. You will need to be able to follow instructions, work hard and be helpful to others.	
<u>Nursery and reception Monitors 8 children</u> Miss Bailey Mrs Smith	You will be required to help keep the Nursery and reception organised, neat and tidy. You will play with the children and help Miss Bailey and the nursery team with any jobs or activities.	
<u>Sports Leaders 8 children</u> Mr Sykes	Help with after school clubs Ensure the PE store is tidy	
<u>Indoor Lunchtime crew 6 working 2 per day on a rota</u> Leaders – Mrs Hargrave and Mrs Moore	Help with the activities in the hall Ensure children are enjoying their lunchtimes	
<u>Gardening gang 4 children</u> <u>Leaders – Mr Reilly and Mrs Smith</u>	Make sure the school ground look fantastic Plant seeds, bulbs and shrubs and look after them Create areas of garden around school	