

House Captain Job Description

- ✓ Count House Points on a Friday.
- ✓ Write up House Points on display in hall.
- ✓ Provide a weekly reminder to all classes of the focus of House Points.
- ✓ Attend meetings with staff to discuss school.

RRS Ambassador Job Description

- ✓ Represent our Acorn's Values at all times.
- ✓ Know the rights of the child.
- ✓ Understand the role of the Duty Bearer.
- ✓ Attend meetings with staff every half term, sharing the voice of your class.
- ✓ Suggest and help to organise and run events to raise the profile of the Rights of the child.
- ✓ Be able to articulate to anyone what our school does to be a silver Rights Respecting School.

Sports Leader Job Description

- ✓ Wear Sport leader bibs at break times and lunch times.
- ✓ Lead sporting activities on the KS2 playground at break and lunch times.
- ✓ Encourage pupils, especially those who are not playing with anyone, to join in with the games.
- ✓ Look after the KS2 playground equipment.
- ✓ Set up for Sports Day.
- ✓ Attend training, representing school.
- ✓ Attend meetings with Mr Painter to discuss school.

Junior Safety Officer Job Description

- ✓ Run competitions for pupils.
- ✓ Attend training, representing school.
- ✓ Keep the noticeboard up to date.
- ✓ Liaise with staff on how to share important messages.
- ✓ Attend meetings with staff to discuss school.

Magic Breakfast Supervisor Job Description

- ✓ Wear your supervisor's apron.
- ✓ Sit down and enjoy your own breakfast first!
- ✓ Ensure our youngest pupils are helped to be seated and choose their breakfast.
- ✓ Politely remind pupils to sit down whilst eating.
- ✓ Help to clear dishes and cups from the tables.
- ✓ Help adults at the end of the club, if asked.
- ✓ Attend meeting with staff to discuss school.

Librarian Job Description

- ✓ Put books away in the correct place/ basket.
- ✓ Tidy books/ put books on display.
- ✓ Return library lists to infants.
- ✓ Escort infants back to class (if there in time).
- ✓ Support children in the library.

Assembly Set-up Team Job Description

- ✓ Turn the laptop and sound system on, ready for the adult.
- ✓ Clear away wet floor signs and any lost property.
- ✓ Ensure chairs are set out for staff.
- ✓ Hold the door open for pupils as they come in and leave the hall.
- ✓ Identify and praise positive behaviour Eg “fantastic walking”.
- ✓ Attend meetings with staff to discuss school.

Environmental Team Job Description

- ✓ Wear your green bib
- ✓ Ensure you have gloves and a litter grabber.
- ✓ Remove any litter from the KS1 and KS2 playgrounds and put in the outside bins.
- ✓ Take any snack Tupperware left outside into school and find its owner.
- ✓ Carry this out once a week each for the last 5 minutes of lunch break.
- ✓ Politely remind pupils about correctly disposing of their litter.
- ✓ Update Mr Painter and Mrs Broom if litter becomes an issue.

Cloakroom Monitor Job Description

- ✓ Wear your blue bib
- ✓ Hang coats on pegs in KS2 cloakroom.
- ✓ Put coats and lunch boxes into cubes in Reception and KSI.
- ✓ Put any rubbish/ litter etc in the nearest bin.
- ✓ Do this for the last 5 minutes of lunch break.
- ✓ Tell each class how their area looks each time you have checked.
- ✓ Attend meetings with staff to discuss school.

EYFS Reading Mentor Job Description

- ✓ Go to Reception classrooms at 2.45pm on a Monday.
- ✓ Read the book chosen by the teacher to half the class.
- ✓ Read clearly with a loud voice and lots of intonation.
- ✓ Spot positive behaviours and highlight to the child Eg “good listening” “you look ready to listen”.
- ✓ Attend meeting with staff to discuss school.

Lost Property Monitor Job Description

- ✓ Wear your red bib
- ✓ Sort through lost property and look for named items
Return to pupils.
- ✓ When items are not names take to Mrs Broom's office,
divided into:
 1. School Uniform
 2. Non- Uniform items
 3. Coats
- ✓ Put gloves, Scarves, hats into baskets in the meeting room.
- ✓ Work with Mrs Broom on the un-named items.