

Junior School Staff Duties 2020-2021

All teachers are responsible for insisting on standards of good behaviour around the school. In addition all staff, full-time and part-time are expected to help with daily duties. It is very important that these are done consistently and fully, in order to establish good standards of behaviour in school.

Start of Day at Chapman House

Please arrive promptly at 8.00am for whichever duty is to be covered.

At 8.00am the girls go to the following rooms:

Nursery – EYFS STEM room **Nursery classroom during Corona restrictions**

Reception – EYFS STEM room **Reception classrooms during Corona restrictions**

Key Stage 1 – Sewell

Key Stage 2 – Main Hall **LKS2 to Mirror room and Conference room during Corona restrictions. UKS2 to hall and ASC rooms during Corona restrictions**

At 8.20am girls in Key Stages 1 and 2 should be accompanied to the playground by the person on duty unless the weather is wet, in which case they stay indoors. Girls in Key Stages 1 and 2 who arrive after 8.20am go straight to the playground.

Supervision Duties

Front door – Meet and greet the parents and girls and be of any assistance necessary.

8:00 – 8:45 – Supervise the girls in the Main Hall (KS2) and Sewell (KS1). If weather is suitable, supervise girls on the KS1 or KS2 yard. **Note change of location above**

KS1 and KS2 Yard – Please act as an obvious presence in the playground. Interact with the children and encourage them to play happily. Monitor the standard of behaviour and intervene if necessary. Where first aid is required, assess whether girl should go to Reception for this or if help is required in playground. If latter send two older girls for help.

The person on duty should line the children up in classes at the end of breaks. Children should be collected promptly from the playground by the teacher of their next lesson.

Lunch Hall – Please arrive promptly. Control the queue and oversee the general behaviour of the girls, keeping an eye on their manners, maintaining order and dealing with accidents. Assist the girls to make suitable lunch choices. Make sure the girls clear their places completely and take their trays to the racks provided.

ASC Library – Supervise girls in the library until their parent arrives to collect them or they transfer to After School Club.

ASC MFL – Supervise girls in the MFL room until their parent arrives to collect them or they transfer to After School Club. This room is for girls to complete homework and should be a quiet environment. Assist girls with any homework difficulties and ensure that there is a suitable environment for working. During Corona virus restrictions, girls are supervised in their classroom until collection within their allocated slot. ASC girls then go to ASC rooms and Conference room.

SS Morning – Be at the SS dining hall for 8:15 at the latest to supervise Y5/Y6 girls as they arrive for their morning at SS. Hand over to SS staff for registration

SS Collection – Meet Y5/Y6 girls at SS at 12:30. Supervise girls boarding bus and ensure all belts have been fastened. Accompany girls on the bus back to Chapman House.

