

## **Junior School Staff Duties 2021-2022**

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 areas:

Nursery – Nursery classroom

Reception and Key Stage 1 – KS1 playground

Key Stage 2 – KS2 playground

If the weather is wet, girls in reception, Key Stage 1 and Key Stage 2 will go to form rooms.

### **Supervision Duties**

**Front door (if wet weather)** –Meet and greet the parents and girls and be of any assistance necessary.

**8:00 – 8:45** –If weather is suitable, supervise girls on the KS1 or 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 ready for morning registration and 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 Conference 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.

**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.

Reviewed August 2021  
Next review August 2022

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