

## **Parent Ambassador Job Description**

**Responsible to: SLT Team**

**Hours: 12 hours per week (term time only)**

**Salary Scale: G3 points 9-12 (£7,348 to £7,675)**

### **JOB OVERVIEW**

To work closely with groups of students/children and families from the each school's identified community, acting as a valuable link in supporting transition, inclusion, well-being, resilience, and educational outcomes.

### **KEY RESPONSIBILITIES:**

- Identify and respond to the needs of families in the “target” community in order to assist them to support the achievement, engagement and inclusion of students/children.
- Explain the school's curriculum, systems, news and events to parents
- Support and promote the role of parents in their children's learning
- Promote events running in school and consult parents about suitable events
- Act as a channel to and from the school, passing on ideas/requests from parents, pupils and staff
- Attend Parents' Evenings and other events/meetings to promote parental engagement
- Act as an interpreter and translator when required
- Signpost parents to sources of advice, information and guidance, including access to digital programmes such as Arbor and online home learning resources for pupils
- Support the induction of families from the identified group into school
- Maintain appropriate and accurate records and carry out administration connected to the role
- Attend relevant meetings and training as required
- Understand and implement the relevant school's policies and procedures

### **OTHER ACCOUNTABILITIES**

- To attend team and staff meetings as directed
- Take an active role in promoting equality, diversity and safeguarding
- Undertake performance appraisal.

## Person Specification

### EDUCATION, QUALIFICATIONS AND TRAINING:

	Essential	Desirable	How Identified
Evidence of training and / or qualifications which reflect appropriate skills		Yes	Application. Exam Certificates
Fluent in at least one of the languages identified by partner schools, which include: Afghan; Persian/Farsi; Pashto; Dari; Arabic; Urdu; Tamil; Polish; Romanian	Yes		Application Interview
Level 3 or above in English	Yes		Interview Application

### EXPERIENCE:

	Essential	Desirable	How Identified
Able to work effectively within a team and play a motivating role.	Yes		Application Reference Interview
Ability to cope with periods of pressure, work flexibly and proactively.	Yes		Application Reference Interview
Accept the need for continuing development and training.	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview

### KNOWLEDGE, SKILLS AND ABILITIES:

	Essential	Desirable	How Identified
ICT skills or willingness to train	yes		Application Interview
Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions	Yes		Reference Interview
Excellent communication & interpersonal skills	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview

### OTHER REQUIREMENTS:

	Essential	Desirable	How Identified
A commitment to safeguarding & promoting the welfare of children young people and adults	Yes		Reference Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
An excellent attendance and punctuality record	Yes		Reference
DBS Check	Yes		Application