Towers School and Sixth Form Centre 

**Job Description:** Towers Community Ambassadors

**Pay Grade: Range 4 £18517.00 - £19625.00**

**(Pro rata £15320.00 - £16237.00)**

**Hours of work:** The hours can be negotiated and flexible to the needs of any successful applicant.

**RESPONSIBLE TO: Assistant Principal**

**Purpose of the Job:**

To work as a member of Towers community, providing targeted positive behaviour support to a range of students so they are able to be the best versions of themselves in lesson time and beyond. To model positive behaviour around the school site before and after school, during students’ recreation and Family Lunch time.

* To support students in ensuring that they are punctual to lessons
* To support students in ensuring that they remain focussed in lessons
* To support students in ensuring that lesson transitions are purposeful, calm and focussed
* To be a positive and visible role model around the school site during lesson times
* To support students and be a positive influence to students during recreation time
* To support students and be a positive role model during family lunch
* To model the characteristics of SPEAK at all times
* To positively model, demonstrate and implement one of our key foundations of ‘being strict because we care’
* To ensure that all students model ‘being the best version of themselves’ at all times
* To be a positive, visible and supportive presence on the afternoon school bus journeys
* To be a positive, visible and supportive presence around the town and local community before and after the school day
* To provide, practical and effective support to ensure attendance to school for all students remains a key focus
* To work within the structures and systems of the school to make proactive decisions that support individual students while holding them accountable for their actions
* To build meaningful and positive relationships with parents/ carers regarding all aspects of student life at the school
* Use the school reporting and information systems effectively to document incidents, monitor their progress and proactively analyse inform future practice
* To take part in training and performance review with the line manager on an annual basis.
* To support the intervention teams in devising, implementing and evaluating, programmes for students identified for specific intervention.
* To support the behaviour teams in devising, implementing and evaluating, programmes for students identified for specific intervention.
* To contribute to the identification and sharing of good practice.

Other duties and responsibilities

* Undertake any other duties and responsibilities as reasonably requested by the Principal or members of the Senior Leadership Team
* Such other duties relating to the use of the premises and site as may be necessary from time to time

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Towers School and Sixth Form Centre

**Person Specification:** Towers Student Ambassadors

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **Desirable**  | **Essential**  |
| **QUALIFICATIONS** |  | English & Maths GCSE Grade 4 (A-C) or equivalent  |
| **EXPERIENCE** | Previous experience in a similar roleExperience of communicating over the phone and face to face. |  |
| **SKILLS AND ABILITIES** |  | Know how to exercise tact, discretion and professional judgement in regards to any confidential information seen or heard during fulfilment of your duties.Be aware of, and follow all school policies and procedures relating to safeguarding, child protection, confidentiality and data protection Demonstrate an understanding of confidentiality and child protection issues in a school setting. |
| **KNOWLEDGE** |  | Understands and able to apply Health and Safety procedures relevant to the job such as:Manual handling.Safe use of machinery and/or equipment.COSHH.First Aid and Hygiene Practice.Lone working procedures and responsibilities.Able to recognise and to deal with emergency situations. |