

JOB DESCRIPTION

Job Title:	Primary Transition Ambassador
Responsible to:	Mrs Atkinson (LAT)
Role:	Supporting Year 6 pupils and the Head of Year with the new intake of pupils.
Personal Skills / Qualities:	Good attendance and communication skills, ability to listen to others and empathise, mentoring and problem-solving skills.
Applications:	You will need to write a letter of application to Mrs Atkinson explaining why you want the role and what you would bring to it. This needs to be done in the Summer term of Year 7. If successful, you will be required to attend and interview and if successful you will start the role in the summer term.
Positions:	6-12 positions (Year 7 only).

Responsibilities / Duties

- Attend meetings with Mrs Atkinson when required.
- Support Mrs Atkinson with the Primary Induction Days and Parents Evening.
- Offer support to new pupils.
- Support with the whole school open evening when you go into Year 8.
- Support with the new intake recruitment.

Salary

- 40 'Aspiration' ePraise points per half term (Year 7).

Primary Transition Ambassador Pupil Agreement:

I have read the job description for the role and I agree to carry out the duties to the best of my ability. I understand that if I do not carry out the duties asked of me, or my conduct in and/or around school is poor, I forfeit the right to this role.

Sign:

Print Name:

Date:

