



## Job Description – King's Oak Ambassador

### Role Purpose:

- To represent the student body of King's Oak Academy by demonstrating positive behaviours and acting as role models for all years whilst being the outward facing community link for students and Kingswood.

### Key Responsibilities:

- To be the link student between the wider Kingswood community and the academy.
- To contribute to the effective running of the school, as directed by any staff member.
- To take responsibility as role models for younger students and helping to ensure that the school is a safe and secure place for all students.
- To take a shared responsibility in the mentorship and training of younger students within the academy.
- To support at school events and functions (such as Parents' Evening, productions or extra-curricular events, assemblies, opening evenings/days, school tours etc.).
- To be a positive presence in and around the school grounds.
- To conduct break/lunch duties as per the agreed rota.
- To collaborate on various initiatives / schemes as directed by any staff member.
- To attend all student leadership meetings/training sessions as requested.

### Expectations:

- King's Oak Ambassadors will need to have the ability to work productively with others, whilst using their initiative and originality to contribute to the positive ethos of the academy.
- King's Oak Ambassadors will need to be organised, responsible, enthusiastic, and an excellent ambassador for the academy.
- King's Oak Ambassadors must maintain exemplary behaviour, uniform, attendance and punctuality.

**Should a King's Oak Ambassador fail to meet any of the responsibilities or expectations on this document they may have their badge and duties rescinded**

### What may I be expected to do?

- Attend academy events where you will represent the students with the local community.
- Be attached to a particular subject area and year groups within the academy and undertake a role within that faculty.
- Play an active role in the student leadership team.

- Be willing to work on School Charity Events.
- Assist with transition / step up days and events.
- Be a key student figure and be able to talk at Open events.
- Assist at Parents Evenings.
- Undertake duty.
- Be external ambassadors for the school.
- Help to organise the Year 11 Prom/leavers' books/leavers' hoodies
- To carry out assigned duties as required.

**What additional responsibilities may I have within this senior position?**

- To lead the leadership team, communicating successes and concerns to individuals and staff regarding the role of the team
- Consistently demonstrate the highest standards of appearance, behaviour and attitude appropriate for your position within the academy.
- To greet visitors to the academy and be directed by staff within this role.
- To play an active role in celebration of achievement events.
- To plan and present at least one assembly to all year groups.
- To report to the Senior Leadership Team every term to outline progress and management of your associated teams.
- To organise, plan and lead meetings of the student leadership team alongside Mr. Marshall-Aherne and Mrs. Holtby.
- To contribute to the academy newsletter.

**Academic and Pastoral Roles for King's Oak Ambassadors**

Each King's Oak Ambassador will be allocated a year group and department to support on a weekly basis. You will be directed by the Head of year and Faculty Leader as and when required – part of your responsibility will be to introduce yourself and offer your services to the department

**What Personal Qualities do I need?**

- You should like working with and talking to younger students and be able to build good working relationships with staff.
- You should want to make a lasting impact at school and be involved in decision-making
- You should be able to work well in a team and contribute to group discussions.
- Have good time management skills.
- Be polite, mature and responsible and reliable.

**Desirable personal qualities include:**

- Leadership
- Work well in a team
- Time-management
- Ability to talk confidently and appropriately to parents and staff
- Ability to talk confidently and appropriately to students
- Politeness
- Maturity
- Clear judgement
- Very good organisation skills
- Responsibility
- Reliability

