

## JOB DESCRIPTION

<b>Job Title:</b>	Attendance Ambassador
<b>Responsible to:</b>	Mrs Sue Elliott (SEL)
<b>Role:</b>	You will be responsible for promoting the importance of attendance across the whole school and supporting other pupils who struggle with attending school.
<b>Personal Skills / Qualities:</b>	Communication, oracy and presenting skills are desirable. Having good attendance, being empathetic, resilient and an innovator is essential.
<b>Applications:</b>	You will need to complete the attached application form and return it to Mrs Elliott by the 30 <sup>th</sup> September. Successful applicants will be invited for an interview with Mrs Elliott.
<b>Positions available:</b>	Open to all pupils in years 7-11.

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### Responsibilities / Duties

- Promote attendance across the school community.
  - When required support with delivering whole school assemblies related to attendance.
  - Act as an 'Attendance Buddy' to support your peers struggling with attendance.
  - Learn how identify and signpost attendance issues to members of staff.
  - Learn how to support others struggling with attendance.
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### Salary

- 40 'Aspiration' ePraise points per half term.



**Attendance 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:

