

Language Ambassador

Main responsibilities

- To provide guidance to parents and visitors to the school in their home language
- To provide translation support in informal meetings
- To buddy new arrivals
- To mentor younger students

Job description- to complete some or all of the below:

- ✓ To provide translation at parents evenings or other non-formal meetings
- ✓ To provide school tours to visiting parents at open evenings and provide home language translation if needed
- ✓ To buddy students who are new to English either in or out of lessons
- ✓ To promote language and culture in your house areas
- ✓ To mentor younger students on their learning behaviours
- ✓ To provide in-lesson help

Bronze
Meet requirements

Silver
Demonstrate initiative

Gold
Demonstrate dedication by going beyond

Appraisal

Your performance will be evaluated twice a year by meeting with the member of staff in charge of the leadership programme and you will be required to provide evidence of your performance, using data-tracking from an administrator and satisfaction surveys from those you serve

Person specification

- To have excellent communication and social skills, both face-to-face and via email
- To have the confidence to speak with adults and students of all ages
- Have the ability to speak English and at least one other language with confidence
- Have an understanding for other cultures and those who are new to English
- To be a positive role model in terms of punctuality, organisation, reliability and behaviour

Initiative and extra dedication

- Lead the leaders
- Providing solutions to issues independently of tutors, administrators, teachers or the language leaders co-ordinator
- Training new leaders that join the programme part-way through the year
- Supporting the language leaders co-ordinator with additional tasks