

## Student Attendance Ambassador

### Role:

New Line Learning has a number of attendance ambassadors who help improve and maintain good and excellent attendance and punctuality across the whole school.

We are looking to appoint 2 attendance ambassadors each from year 8, 9 and 10 to help the attendance team beginning in September 2019. We will also look to appoint 2 year 7s next year mid-year.

Attendance ambassadors are available for students to talk with if they have any attendance concerns and work as part of the attendance team to help create and distribute the rewards for excellent attendance.

The attendance ambassador role is a great opportunity to gain some work experience within the school in a fun and exciting way.

### Responsibilities:

Attendance Ambassadors are positive role models and motivators for other students and must promote good attendance to others.

The main duties include

- Ensuring all promotional posters around school are up to date
- Keeping the attendance board up to date
- Helping to create prizes for reward days, as and when required
- Helping to deliver Streak and Focus Fortnight rewards
- Providing support to other students with queries relating to attendance
- Encourage and support students to achieve good attendance
- Update tutor group attendance boards around school weekly
- Provide support to attendance team when requested
- Attend ambassador meetings regularly

As an ambassador you are a role model and motivator for all students so you **MUST**:

- Follow all school rules
- Be respectful to all staff and students
- Be friendly and helpful
- Keep up a good attendance record: above 95%

If you are interested in the role then please let Mrs Zygmant or Mrs Walters on reception know and e-mail your reasons why you should become one to [attendance@futureschoolstrust.com](mailto:attendance@futureschoolstrust.com). We will then review the applications and inform you if you are successful.