



**Job title:** Parent Ambassador

**Purpose:** To establish and build upon relationships with families and school and assist families in getting the most from their school and community.

**Responsible to:** the headteacher and governors

**Key relationships:** Liaise with parents and families, teaching and non-teaching staff of the school and governors.

**A Parent Ambassador will:**

- Support families with induction and integration
- Assist with the admission of new pupils, in particular New Arrivals
- Encourage parental involvement in children's education
- Involve parents in all aspects of school life by increasing their understanding of the British education system, school policies and practice
- Recruit parents for adult and family learning classes
- Inform parents of preschool provision and encourage them to take up places
- Be a contact point for outside groups to approach to recruit for family learning, ESOL classes, preschool provision, etc.
- Facilitate meaningful consultations with parents
- Address specific needs with individual families
- Empower parents and inspire young people by presenting themselves as a positive role model in terms of good practice
- Signpost parents to the right services
- Organise meetings e.g. coffee mornings and support meetings organised by staff
- Liaise between parents and staff in the school
- Signpost parents to sources of advice, information and guidance
- Support in Family Learning and other adult learning classes
- Act as interpreters/translators during parent consultations, assessments of children or curriculum evenings if required by families
- Support the work of other professionals by communicating with parents about issues arising
- Understand the barriers to learning for adults and children
- Understand the safeguarding requirements within school