

**Job description for the post of:**

## **STUDENT AMBASSADOR FOR THE FACULTY OF EDUCATION**

The Faculty of Education has a well-established national reputation for the delivery of high-quality Initial Teacher Training across the full range of age phases alongside a substantial track record in supporting partner schools and colleges in school improvement initiatives. The faculty is committed to providing opportunities for young people in Primary and Secondary schools to engage with Higher Education. Throughout the year we invite numerous groups of pupils onto campus to gain a better understanding of higher education, opportunities that university presents and an insight into some of our subject areas.

### **The Post:**

Working with colleagues in the Partnership Team, you will support school visits to campus focused on raising the attainment of young people of school age. This is usually between the ages of 10 and 13, but can include children from age 6 up to 16.

### **Specific duties and responsibilities:**

- Supporting school visits to campus based on raising attainment for young people. Each Student Ambassador would be given responsibility to guide a group of pupils (usually no more than 30) with the school staff members across the day.
- You would be required to meet the school groups upon arrival, guide them between sessions during the day, deliver campus tours, monitor them during lunch, and walk them back to their transport at the end of the day. Most visits take place between 10am-2pm but this can vary depending on the event.
- Be passionate about Edge Hill University and engaging to the pupils during the campus tour.
- Support staff during sessions where required or possible.
- Talk about your experience as an Edge Hill student, providing an insight into student life.
- Answer questions from pupils or school staff professionally and accurately, using your own experience of being an Edge Hill student to provide an insight into life at Edge Hill University
- There are opportunities to deliver your own sessions based on a strong area of interest if you would like additional experience.

### **In addition to the above duties all Student Ambassadors are required to:**

- Undertake mandatory training and complete safeguarding training
- Respect confidentiality and safeguarding requirements when working with young people
- Adhere to all Edge Hill's policies and procedures, including Equality and Diversity, sustainability and Health and Safety
- Demonstrate excellent Customer Service when dealing with schools
- To act as a professional representative of the university

**Training and support:**

All Student Ambassadors must attend a two-hour training session. This will include an introduction to the role, health and safety information, safeguarding information, and an example tour of the campus. Student Ambassadors will be provided with information to learn about the campus, for example facts and trivia that could be shared during the campus tours.

**Salary:**

£12.84 per hour (standard casual staffing rate)

**Hours:**

It is expected that Student Ambassadors will work flexibly according to the demands and responsibility of the role and the number of hours worked per week can fluctuate depending on the time of the year and the number of visits arranged per week. Student Ambassadors are expected to respond to emails/Microsoft Teams requests from the Partnership Team to advise on their availability for specific days when school visits or events on campus are planned.

**Person specification:**

Knowledge/ Abilities/ Skills	Essential	Desirable	How this is assessed
Excellent interpersonal skills	x		Application
Ability to answer questions in a positive, thoughtful, and mature manner	x		Application
Excellent communication skills	x		Application
Ability to work reliably and flexibly	x		Application
Ability to be a positive representative of the university	x		Application
Excellent time management	x		Application
Ability to problem solve and adapt quickly to change	x		Application
Experience working with Primary and/or Secondary aged pupils		x	Application
<b>Other</b>			
Willingness and ability to complete the required training	x		Attendance at Training Session

If you have any questions regarding the role, please contact:

[FOEPartnerships@edgehill.ac.uk](mailto:FOEPartnerships@edgehill.ac.uk)