

John Ray Junior School

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Head Teacher: Karen Harrison



2nd November 2023

Dear Year 6,

I am writing to you as I am in need of your help. I am really proud to work at John Ray Junior School and know that many of the children feel the same. I am pleased that whenever John Ray Junior children visit other places or we have visitors to school, they always comment on the well behaved and polite children we have here.

As you know, for the last three years we have had Ambassadors who have helped to show visitors around the school and had additional responsibilities. These children play a really important part in the life of the school and they also represent the school in a number of public situations. They may need (with help) to speak to groups of parents, children and visitors. An example would be speaking to some of the parents of Y2 children to talk about our school. Some of the things that I ask you to do could take place at breaktime, lunchtime or after school.

It is important that the Ambassadors need to have qualities that will enable them to do these things to the best of their ability. Therefore I am looking for people who are:

- Reliable and have good time management;
- Able to use their initiative;
- Committed to John Ray Junior School and want to help us improve;
- Good at communicating to different groups of people;
- Organised and can work well in teams;
- Able to persevere and are determined;
- Responsible and lead by example.

I am looking for two Head Ambassadors and some deputies. It is important that these people are proud of John Ray Juniors, show pride and look smart in their school uniform and follow our values as an example to others.

I am not necessarily looking for people who are the best readers, brilliant mathematicians or someone who has the most friends. What I really need are people who try really hard to display the core values and are willing to help others to do that same so that John Ray Juniors is the best that it can be.

The appointment process

If you think you are a serious candidate, you need to write a letter explaining why you would like to be considered and what skills you think you have that mean you would be effective. In this letter, you should make close reference to the qualities I have mentioned.

Once we have received the applications, we will make a shortlist of candidates who wish to be considered for an ambassador position. The applicants chosen will have a short interview with me and either Miss Cottee, Mrs Breen or Mrs Childs on **Friday 17th November**. We will then choose candidates who will need to

give a 3-minute presentation to the whole school on **Friday 1st December**. The children in the school will then vote for who they think should be the Head Ambassadors.

I look forward to receiving your letters of application on my desk before **1pm on Friday 10th November**.

Yours sincerely



Karen Harrison
Headteacher

