



## I Can Be School Ambassadors Guide

### About I Can Be

I Can Be brings 7, 8 and 9 year-old children into the world of work, broadening horizons and helping them to discover the breadth of opportunity around them.

Run through schools, the programme gives Year 3 and 4 children the opportunity to research, visit and interview a wide range of professionals in their workplaces during their working day.

Targeting inner-city primary schools, I Can Be enables girls to explore jobs they otherwise may never be exposed to, building their curiosity and confidence along the way.

### School Ambassadors

School Ambassadors are the members of staff who will champion the programme within schools and accompany the girls on the visits. They will often be a teaching assistant, assistant head or a non-class based member of staff.

This guide provides some practical tips and advice on the practicalities of how the programme runs and the role of school ambassadors within that.

### Pre-project training

Before the programme begins, there will be a 90-minute training session at our office in Westminster, or in central Birmingham or Norwich. This will be during the afternoon on a week day in the weeks before your school's first visit.

This session will cover –

- The aims of and thinking behind I Can Be and why we think the project is important
- The role of the school ambassador throughout that the time that the project is running
- How to prepare the children before each visit
- What to expect during the visits
- How to follow up the visits at school

There will be a chance for you to meet ambassadors from the other schools taking part and to ask the Project Director questions. Wine, soft drinks and refreshments will be provided.

### Helping children to get the most from the project



Through your enthusiasm and interest, pupils will know that they should be excited about taking part. On the way to each visit, talk to the children about the volunteer they are going to meet, asking how much they know and what they would like to find out.

We have kept the length of the visits very short, just 45 minutes to an hour, to try to ensure that pupils are engaged for the whole visit and do not have time to get bored or tired. These sessions will be in three parts – a Q&A session, a brief introduction to the volunteer and her role, and a short activity during which the children will have further chances to ask the volunteer questions about their lives and their jobs.

Naturally they might find some jobs more exciting than others. If the group, or one child, is unenthusiastic, explore that with them. Encourage them to reflect on what they like and don't like about the job and why.

Our volunteers are not trained to work with children, so are relying on you as a member of teaching staff to maintain the same high standards as the pupils display whilst at school. To ensure this, you must be engaged and supporting the volunteer and the children throughout the session. Please do not use your mobile phone during the visit.