

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Multilingual Education Assistant
<b>Grade</b>	3
<b>Service</b>	Ethnic Minority Achievement Service
<b>Reports to</b>	SEND and Specialist Services
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	L3448D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

To provide first language, in-class support to children of minority ethnic background in Coventry schools and early years settings, and assist teaching staff to respond to requests from minority ethnic parents seeking advice.

## Main Duties & Key Accountabilities

- Provide first language, in-class support to pupils in school and young children in Early Years Foundation Stage settings.
- Contribute to the development of children's linguistic and conceptual skills through a bi-lingual approach.
- Support the development of appropriate links between home and school, participating in home visits in response to requests from the Headteacher of the school or manager of the setting.
- Liaise with and, as appropriate, support staff and other colleagues to respond to requests from minority ethnic parents seeking advice.
- Work closely with classroom teachers and early years staff and, under their direction, contribute to the planning and delivery of the National Curriculum using bilingual strategies.
- Help schools and settings to develop more effective communication by acting as interpreters or by providing translations.
- Maintain a weekly record of work completed e.g. a daily diary and/or detailed notes as appropriate.
- At the direction of the Ethnic Minority Achievement Lead, provide bilingual support (interpreting/translating) to colleagues within Coventry City Council.
- Participate in training programmes.
- Demonstrate a commitment to children's rights.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> All Coventry Schools	<b>Internal</b> All Council Departments
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

N/A

## Person specification

<b>Job Evaluation Code</b>	L3448D
<b>Knowledge</b>	
Of the education system.	
Of children, their development, social education and learning.	
Of issues concerning the educational needs of minority ethnic heritage children, particularly those recently settled in Coventry from overseas and speaking little or no English upon arrival.	
A good understanding of the English language.	
<b>Skills and Abilities</b>	
To communicate effectively with children whose first language is not English, and their parents using the language(s) specified in the advertisement.	
To use these skills in support of children's development, social education and learning.	
To have a good standard of spoken and written English.	
To keep a daily written record as required.	
To work as part of a professional team.	
To liaise effectively with parents and other agencies as necessary.	
To provide colleagues with information which will assist their understanding of the social and cultural backgrounds of targeted pupils.	
To provide information to parents in a sensitive manner.	
<b>Experience</b>	
Of working with children and their families.	
Of working with teachers in support of children learning English as an additional language.	
Life experience within the culture and wider society of the specified language.	

<b>Qualifications</b>
No formal qualifications are required.
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	June 2017	<b>Date Reviewed</b>	June 2017
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