

Job Description and Person Specification



Job Description

Job Title	Ethnic Minority Achievement Co-ordinator
Grade	TMS + TLR 2b
Service	Ethnic Minority Achievement Service
Reports to	Senior Teacher
Location	Floor 9, One Friargate
Job Evaluation Code	N/A



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

Purpose of the role / Output

- To take strategic responsibility for the city-wide development of effective systems to support newly arrived pupils
- To enable the attainment gap for vulnerable underachieving and/or transient groups of pupils to decrease
- To coordinate and deliver a school-based programme for newly and recently arrived vulnerable pupils
- To promote race equality and cultural diversity in schools and ensure that this is reflected in policies and practice

Main Duties & Key Accountabilities

Core Knowledge

- The specific duties of the post holder will include regular liaison with colleagues in the wider EMAS team, colleagues within the Education Service and schools
- Provide clear guidance and direction for schools in the development and delivery of strategies designed to raise the achievement of newly and recently arrived pupils of minority ethnic heritage, promote race equality, and ensure that cultural diversity is reflected in each school's policies and practice
- Co-ordinate a programme of language support to newly and recently arrived vulnerable pupils in schools across the city. This will include the assessment of pupils and the development of resources to meet their ongoing needs
- Assist in the development of programmes to facilitate pupils' engagement in their own education
- Assist in the identification and dissemination of good practice
- Contribute to the development and delivery of in-service training opportunities and CPD promoting high quality provision for vulnerable newly and recently arrived pupils
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Coventry Schools	Internal Coventry City 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:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
The cultural and linguistic backgrounds of pupils of minority ethnic heritage and the range of factors that may affect their progress and attainment	
A wide range of inclusive teaching and learning strategies designed to raise the attainment of pupils of minority ethnic heritage in the early stages of learning English as an additional language	
Strategies designed to promote equal opportunity, race equality and cultural diversity	
Of assessment strategies relevant to the teaching and learning of EAL pupils	
Skills and Abilities	
To be able to negotiate and communicate clearly and effectively, both orally and in writing, with school leaders, class teachers and Local Authority colleagues	
To be able to design and deliver EAL programmes of study for both primary and early years settings across the city	
To be able to lead relevant CPD opportunities for a range of professionals	
Experience	
Working collaboratively with a range of professionals, both individually and as part of a team	
Providing support and advice to colleagues and school management teams	
Teaching groups of pupils learning English as an additional language in both withdrawal and classroom-based settings	
Managing teams of teachers and/or support staff	
Teaching pupils with EAL and SEN needs	
Qualifications	
Relevant degree	
Qualified Teacher Status	

Further professional study related to Ethnic Minority Achievement and/or English as an additional language

Special Requirements

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)

Date Created	17/9/20	Date Reviewed	22/11/23
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