

Information Pack

Romanian Translator & Learning Support Assistant (Grade 4)

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Romanian Translator & Learning Support Assistant

This post aimed at supporting an increasing number of Eastern European students that have joined the academy. Your role will be to be responsible for supporting them inside and outside of the classroom, and making sure that they make good progress. You will also be expected to represent the academy at a community level when there are any meetings regarding Romanian students and their families.

You will liaise with teaching staff, year leads, SENCOs and often professionals, monitoring the attendance and attainment of students and working closely with their families. There will general in-class support but your priority will be to track, monitor and support an identified group of students.

We are looking for someone who can speak Romanian fluently and who ideally has some experience of working with young people. You will be part of a large, motivated and supportive learning support team and will work closely with members of this team as well as with teachers in departments, supported by the Head of Learning Support.



Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners

- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere



JOB DESCRIPTION – Romanian Translator & Learning Support Assistant (Grade 4)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Head of SEND/Assistant Head Learning Support Faculty
Hours: 35 hours per week. Mon – Fri 8.30 – 4.00pm. Term Time only plus 5 training days

Grade: 4

Job Purpose: To support newly arrived and current cohort of Romanian / Roma students, ensuring that they make excellent progress, have excellent attendance and that there is strong family collaboration with the academy

- To act as an interpreter when necessary for individual meetings with parents/families of Romanian / Roma students
- To support the induction of new students into the academy, liaising with year leads as necessary
- Monitor the attendance and punctuality of the students, proactively intervening where needed
- To liaise with families of students regarding issues of attendance, punctuality and behaviour, in conjunction with year leads, EWO and child protection team
- To carry out home visits as appropriate to families of students
- To promote the importance of, and attendance at, whole academy parents evenings, progress days, and any other whole academy events with families.
- To provide standard translation of academy material into Romanian as and when required.
- Liaise with feeder primary schools as appropriate
- To support the Assistant Principal in carrying out other reasonable duties that aim to promote the progress and well being of Romanian / Roma students
- To mentor students and track their progress on our provision map software
- To represent Sidney Stringer Academy on any relevant community Romanian / Roma groups
- To support families with free school meal applications and similar initiatives that they may struggle to access without support

- Provide enrichment opportunities for students and ensure Romanian / Roma students are represented at academy enrichment events
- To investigate and share good practice from other schools regarding the integration of Romanian / Roma students
- To provide academic support for both Romanian / Roma and students with special educational needs in and out of lessons, differentiating resources as required to support learning
- To provide mainstream lesson support for Romanian / Roma and other students as required.
- To develop an understanding of the special educational needs of students you may be supporting within the classroom
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce student learning through given strategies and techniques
- To help students record work in an appropriate way
- To develop study and organisational skills
- To help keep the students on task and to build motivation
- To model good practice to both students and staff as an educational professional, demonstrating excellent punctuality, attendance and integrity

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C.Turpin (Head teacher) – November 2018

Romanian Translator & Learning Support Assistant **Required as soon as possible**

Grade 4 – £16,098 to £18,862 pa (actual salary)

35 hours per week. Mon – Fri 8.30 – 4.00pm

Term Time only plus 5 training days

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are looking to appoint a Romanian Translator and Learning Support Assistant to join our Learning Support Team. As a Romanian Translator and Learning Support Assistant you would be responsible for monitoring and support our key cohort of Romanian students, as well as working with classes and small groups of students in and out of the classroom. You will be given the opportunity to work with our young people and make a real difference every single day.

You will be part of a large, motivated and supportive learning support team and will work closely with members of this team as well as with teachers in departments.

You would also have the opportunity to support in mainstream lessons and be a co-tutor. This means that you would provide support to a form tutor and belong to one of our five houses, with the aim of winning the prestigious 'House Cup' (we get pretty competitive!).

Nearly 18% of the students at the Academy are identified as SEND and within this there is a varied spectrum of additional needs. We strive to ensure that all students have equal access to a broad and balanced curriculum and our LSAs are integral to this.

How to apply

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals at this exciting time then we would like to meet you.

If you would like further information please contact: Anna Hickinbottom (Head of Learning Support) ahickinbottom.staff@sidneystringeracademy.org.uk or Amy Patterson (SEND Head of Behaviour) apatterson.staff@sidneystringeracademy.org.uk

For an application form, and to apply, please visit our website: www.sidneystringeracademy.org.uk – **'Vacancies page**

Please return completed application forms to: recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

Closing date: Friday 8th October 2021 at noon

Interview date to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.