



Coventry City Council

## Job Description

<b>Post:</b>	Ethnic Minority Achievement Co-ordinator	<b>Job Number:</b>	
<b>Service:</b>	Ethnic Minority Achievement Service	<b>Post Number:</b>	1030684
<b>Location:</b>	Floor 9, One Friargate	<b>Grade:</b>	TMS/UPS + TLR 2b

### 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.

### Job Purpose:

- 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 support the Local Authority in ensuring it meets its statutory duty for children missing education
- To promote race equality and cultural diversity in schools and ensure that this is reflected in policies and practice

### Main Duties and Responsibilities:

- 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
- Coordinate and deliver 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:** Senior Teacher

**Date Reviewed:**

**Updated:** 8/4/21



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• The cultural and linguistic backgrounds of pupils of minority ethnic heritage and the range of factors that may affect their progress and attainment</li><li>• 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</li><li>• Strategies designed to promote equal opportunity, race equality and cultural diversity</li><li>• Of assessment strategies relevant to the teaching and learning of EAL pupils</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• To be able to negotiate and communicate clearly and effectively, both orally and in writing, with school leaders, class teachers and Local Authority colleagues</li><li>• To be able to design and deliver EAL programmes of study for both primary and early years settings across the city</li><li>• To be able to lead relevant CPD opportunities for a range of professionals</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Working collaboratively with a range of professionals, both individually and as part of a team</li><li>• Providing support and advice to colleagues and school management teams</li><li>• Teaching groups of pupils learning English as an additional language in both withdrawal and classroom-based settings</li><li>• Managing teams of teachers and/or support staff</li><li>• Teaching pupils with EAL and SEN needs</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• Relevant degree</li><li>• Qualified Teacher Status</li><li>• Further professional study related to Ethnic Minority Achievement and/or English as an additional language</li></ul>
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<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)
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**Date Reviewed:** 8/4/21

**Updated:**