

Job Description and Person Specification

Ethnic Minority Achievement Co-ordinator

Job Details	
Grade	TMS + TLR 2b
Service	Ethnic Minority Achievement Service
Location	Floor 9, One Friargate
Job Evaluation Code	N/A

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<ul style="list-style-type: none"> • 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

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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

N/A

Person Specification	
Requirements	
Knowledge	The cultural and linguistic backgrounds of pupils of minority ethnic heritage and the range of factors that may affect their progress and attainment.
Knowledge	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.
Knowledge	Strategies designed to promote equal opportunity, race equality and cultural diversity.
Knowledge	Of assessment strategies relevant to the teaching and learning of EAL pupils.
Skills And Ability	To be able to negotiate and communicate clearly and effectively, both orally and in writing, with school leaders, class teachers and Local Authority colleagues.
Skills And Ability	To be able to design and deliver EAL programmes of study for both primary and secondary settings across the city.
Skills And Ability	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.
Experience	Providing support and advice to colleagues and school management teams.
Experience	Teaching groups of pupils learning English as an additional language in both withdrawal and classroom-based settings.
Experience	Managing teams of teachers and/or support staff.
Experience	Teaching pupils with EAL and SEN needs.
Qualification	Relevant degree.
Qualification	Qualified Teacher Status.
Qualification	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).

Declaration			
Reviewed/Created By:	Amanda Millican		
Job Title:	EMAS Team Leader	Date:	11/04/2025