

## **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***