



Coventry City Council

## Job Description

<b>Job Title:</b>	Multilingual Education Assistant	<b>Job Number:</b>	L3448D
<b>Service:</b>	Education	<b>Grade:</b>	3
<b>Location:</b>	Ethnic Minority Achievement Service		

### 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 provide first language, in-class support to children of minority ethnic background in Coventry schools and early years settings and assist teaching staff to respond to requests from minority ethnic parents seeking advice.

### Main Duties and Responsibilities:

1. Provide first language, in-class support to pupils in school and young children in Early Years Foundation Stage settings;
2. Contribute to the development of children's linguistic and conceptual skills through a bi-lingual approach;
3. Support the development of appropriate links between home and school, participating in home visits in response to requests from the Headteacher of the school or manager of the setting;
4. Liaise with and, as appropriate, support staff and other colleagues to respond to requests from minority ethnic parents seeking advice;
5. Work closely with classroom teachers and early years staff and, under their direction, contribute to the planning and delivery of the National Curriculum using bilingual strategies;
6. Help schools and settings to develop more effective communication by acting as interpreters or by providing translations;
7. Maintain a weekly record of work completed; e.g. a daily diary and/or detailed notes as appropriate;
8. At the direction of the Ethnic Minority Achievement Lead, provide bilingual support (interpreting/translating) to colleagues within Coventry City Council
9. Participate in training programmes;

Demonstrate a commitment to children's rights.

10. Any other duties and responsibilities within the range of the salary grade.
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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 Equality, 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:** Ethnic Minority Achievement Lead

**Date Reviewed:**

**Updated:** February 2021



Coventry City Council

## Person Specification

<b>Job Title:</b>	Multilingual Education Assistant	<b>Job Number:</b>	L3448D
<b>Service:</b>	Education	<b>Grade:</b>	3
<b>Location:</b>	Ethnic Minority Achievement Service		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• of the education system;</li></ul>
	<ul style="list-style-type: none"><li>• of children, their development, social education and learning;</li></ul>
	<ul style="list-style-type: none"><li>• of issues concerning the educational needs of minority ethnic heritage children, particularly those recently settled in Coventry from overseas and speaking little or no English upon arrival;</li></ul>
	<ul style="list-style-type: none"><li>• a good understanding of the English language.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• to communicate effectively with children whose first language is not English, and their parents (using the language specified in the advertisement);</li></ul>
	<ul style="list-style-type: none"><li>• to use these skills in support of children's development, social education and learning;</li></ul>
	<ul style="list-style-type: none"><li>• to have a good standard of spoken and written English;</li></ul>
	<ul style="list-style-type: none"><li>• to keep a daily written record as required;</li></ul>
	<ul style="list-style-type: none"><li>• to work as part of a professional team;</li></ul>
	<ul style="list-style-type: none"><li>• to liaise effectively with parents and other agencies as necessary;</li></ul>
	<ul style="list-style-type: none"><li>• to provide colleagues with information which will assist their understanding of the social and cultural backgrounds of targeted pupils;</li></ul>
	<ul style="list-style-type: none"><li>• to provide information to parents in a sensitive manner.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• of working with children and their families;</li></ul>
	<ul style="list-style-type: none"><li>• of working with teachers in support of children learning English as an additional language;</li></ul>
	<ul style="list-style-type: none"><li>• life experience within the culture and wider society of the specified language.</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>• no formal qualifications are required.</li></ul>
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<b>Special Requirement s:</b>	<ul style="list-style-type: none"><li>• 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).</li></ul>
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**Date Reviewed:**

**Updated:** February 2021