

Bilingual Learning Assistant (Urdu)

Salary: Band: 4: £ 25,201 - £26,473 p/a, (£ 7,089 - £ 7,447 p/a, pro rata for 12 hours per week, TTO 39 weeks) depending on experience

Hours: 12 hours per week (weekdays, school hours)

Contract: Fixed term opportunity until 31 December 2026 due to funding (with a possibility to extend)

All posts in the EMAS (Ethnic Minority Achievement Service) team are term-time only working and holiday restrictions apply with term-time posts.

Portsmouth City Council

At Portsmouth City Council we're all about developing our staff because we want to build a bigger and better city - but we need the best employees to do so.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment, to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

Who is the EMAS Team

We are a team of Bilingual Learning Assistants, Support Officers and Advisers working with the Education team. We work in partnership with schools to meet the needs of bilingual learners and ethnic minority pupils at risk of under-achievement. We support pupils across both primary and secondary age phases, as well as in nursery settings.

What is the role?

- Provide a support service complementary to teaching activities, primarily through first language or bilingual communication.
- Act as a learning assistant, working in partnership with the class/subject teacher or EMAS adviser, supporting bilingually the language and learning needs of pupils, particularly in their access to the national curriculum.
- Support the class/subject teacher or EMAS adviser in providing a stress-free 'settling-in' period for new entrants, recent arrivals or returnees from extended stays in country of origin. This may include involvement in admission/ induction/ assessment/ placement procedures e.g. parent/pupil conferences.
- Assist in monitoring progress and assessing performance including early profiling of new arrivals, teacher assessment and records of achievement.

- Communicate important information to teachers about the child's full language repertoire, including details about first language in both spoken and written format.
- Assist in the production of bilingual language/curriculum support materials.
- Assist in pastoral support systems and alert school/EMAS staff to pupils' bicultural needs, including sensitive religious and cultural information e.g. dietary requirements, clothing appropriateness etc.
- Assist in the promotion of home-school links/parental partnership e.g. contributing to the reporting process by interpreting at parents' evenings, translating home/school communications etc.
- Respect and maintain confidentiality in negotiations with parents, pupils, teachers and community representatives.
- Support school/EMAS adviser in liaising with other educational agencies/services.

Who is the person?

You will have:

- fluency in English and first language
- good numeracy and literacy skills
- excellent interpersonal skills
- experience of working with children at home and/or in a school setting
- experience of interpretation and translation (formally or informally)
- excellent communication and organisational skills
- the ability to deal with different situations in a sensitive manner particularly when working with children, families and schools.
- the ability to work as part of an effective team
- the ability to support school staff effectively in the classroom
- an understanding of the need for confidentiality in working with children, school staff and parents
- the ability to promote diversity within the school setting (including religion, culture and language)
- a positive and flexible approach to work and be able to adapt to the needs of the service.
- to remain calm and focussed when working under pressure
- the willingness to learn and develop additional skills required by the service
- to be mobile enough to work at locations city wide as required by the service.

Additional information:

If you are interested in this role and would like to know more, please contact Ruth Nabholz Duncan ruth.nabholz-duncan@portsmouthcc.gov.uk

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under

the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.