

(EMAS) Bilingual Learning Assistant - Spanish

Salary: Band 4 - £25,948 to £26,473 per annum pro rata

Hours per week: 18 hours to be worked Monday to Friday in school hours, term time only, 39 weeks per year

Contract type: Fixed term until 31st August 2027

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The 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.

General Data Protection Regulation (GDPR)

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