



## **Bilingual Learning Assistants (Romanian, Spanish, Malayalam, Urdu)**

Salary: Band 4, **£24,420 to £25,652** per annum full time equivalent, pro-rata for part-time hours as follows:

£10,303 to £11,015 pro rata 18 hours per week (Romanian and Spanish)

£6,583 to £7,037 pro rata for 11.5 hours per week (Malayalam)

£3,721 - £3,977 pro rata for 6.5 hours per week (Urdu)

Contract: **Secondment/fixed term contract** until 31 December 2025 (with a possibility to extend, depending on external funding)

Hours: **Part Time** (see below for details of hours), **Term Time Only** (39 working weeks)

### **We have the following vacancies:**

- **Romanian** - fixed term contract or secondment until 31 December 2025 (with a possibility to extend) **18 hours per week** (worked over 5 days, weekdays, school hours)
- **Spanish** - fixed term contract or secondment until 31 December 2025 (with a possibility to extend) **18 hours per week** (worked over 5 days, weekdays, school hours)
- **Malayalam** - fixed term contract or secondment until 31 December 2025 (with a possibility to extend) **11.5 hours per week** (worked over 5 days, weekdays, school hours)
- **Urdu** - fixed term contract or secondment until 31 December 2025 (with a possibility to extend) **6.5 hours per week** (worked over 5 days, weekdays, school hours)

**Please indicate on your personal statement/cover letter which language you are applying for.**

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 Partnership safer recruitment procedures

### **Who is the EMAS Team?**

We are a team of Bilingual Learning Assistants, Bilingual 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.

Opportunities have arisen in our team for Bilingual Learning Assistants who speak one of the languages mentioned above. This is a busy, sometimes challenging role, perfect for someone who wants to make a difference to children's lives and enjoys working as part of a culturally diverse team.

### **What is the role?**

You will:

- provide a support service complementary to teaching activities, primarily through first language or bilingual communication.
- act as a classroom assistant, working in partnership with the class/subject/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 have:

- Fluency in English and your first language
- Good numeracy, literacy and IT 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.
- Good interpersonal skills



- The ability to work as part of an effective team
- The ability to support school staff effectively in the classroom
- An understanding of safeguarding and the need for confidentiality in working with children, school staff and parents
- The ability to promote diversity within the school setting (including religious, cultural and language)
- A positive and flexible approach to work and be able to adapt to the needs of the service.
- The ability to remain calm and focussed when working under pressure
- The willingness to learn and develop additional skills required by the service
- The ability to be mobile enough to work at locations city wide as required by the service.

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

### **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.