



**Post:** Roma Support Assistant

**Salary:** Grade 2

**Responsible to:** The PACT Board of Trustees, Academy Committee, CEO and Deputy CEO.

### **Job Description:**

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### **Core Purpose**

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils
- To work alongside the pastoral team to engage and build effective relationships with children from the Roma/Romanian community

### **Support for Pupils**

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups
- Support pupils during learning activities
- Contribute to the health and well-being of pupils
- Support children to fully access education, develop wellbeing and build positive opinions of school life
- Provide language support for Roma/Romanian children in the early stages of English
- Support pupils to access the curriculum

### **Support for the Teacher**

- Support the delivery of learning activities
- Observe and report on pupil performance
- Contribute to the management of pupils' behaviour
- Support in maintaining pupils' records
- Support in maintenance of pupils' safety and security
- Provide general support, for example, translating, supporting parent meetings/conversations and admin

### **Support for the School**

- Provide support for colleagues and work effectively as part of a team
- Develop and maintain working relationships with other professionals
- Develop a positive relationship with parents
- Review and develop own professional practice
- Work as required across the Trust and in all Key Stages within the Trust
- Engage parents and improve attendance and punctuality of Romanian/Roma children
- Carry out home visits and provide support for Romanian/Roma families

### **Special Conditions of Employment**

#### **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 arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher 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 Prince Albert Community Trust'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 Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

**Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust 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 encounter with dignity and respect and are entitled to expect this in return.

**Training and Development**

The Academy 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.

**Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be 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.