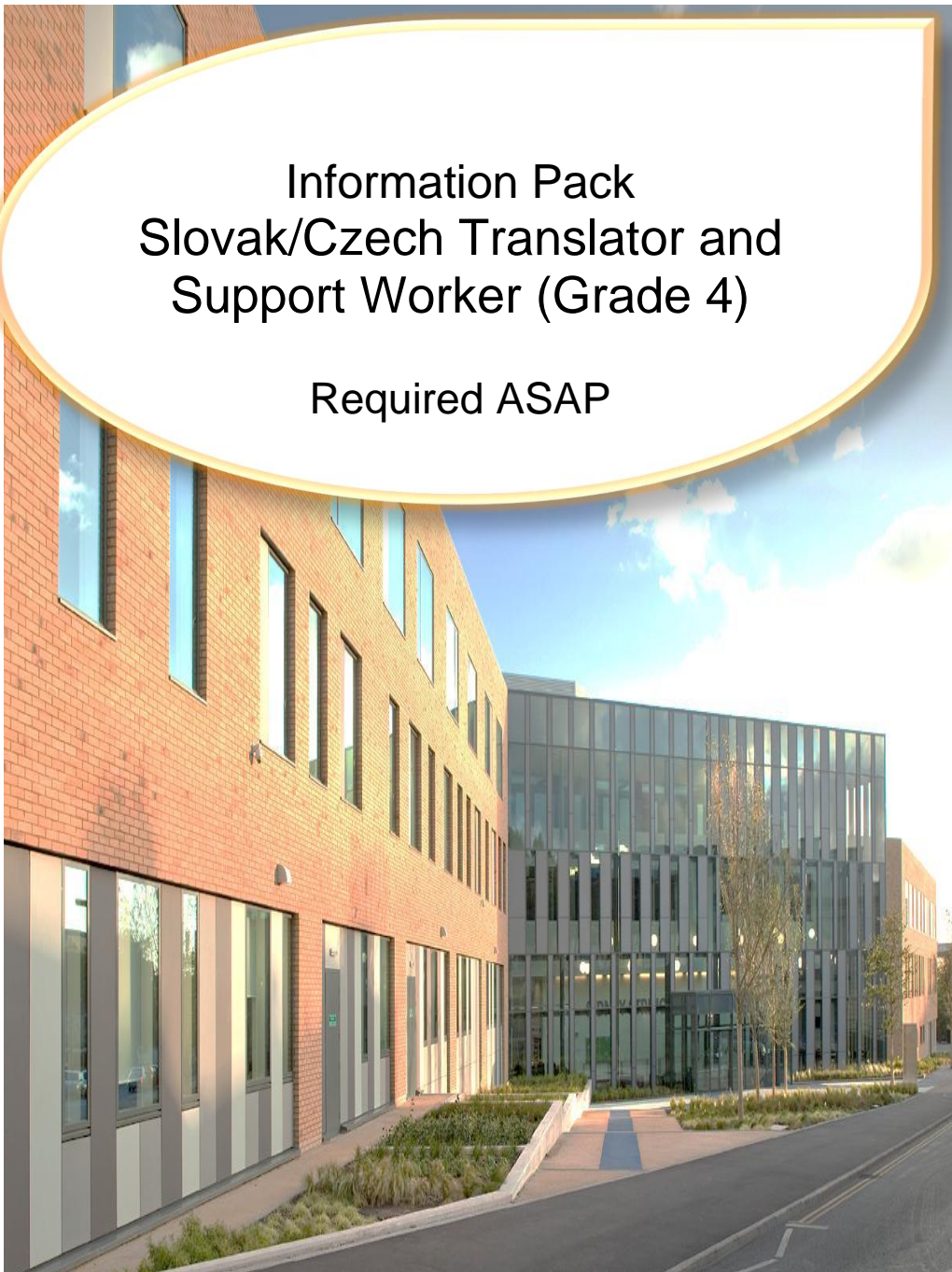


# Information Pack Slovak/Czech Translator and Support Worker (Grade 4)

Required ASAP



## Sidney Stringer Multi Academy Trust

Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



### **Slovak/Czech translator/ Support worker**

This post is aimed at supporting an increasing number of Eastern European students that have joined the academy. Your role will be to be responsible for supporting them and making sure that they make good progress. You will also be expected to represent the academy at a community level when there are any meetings regarding Slovak/Czech students.

You will liaise with teaching staff and House heads, monitor the attendance of students and work closely with their families. There will be

some in class support but your priority will be to track, monitor and support an identified group of students.

We are looking for someone who can speak Slovak/Czech and who ideally has some experience of working with young people. You will be part of a team of staff who work in Learning Support and will be supported by the Head of Learning Support, who leads that department.

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## Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters degree courses

- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/  
Holidays
- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



## **JOB DESCRIPTION – Slovak/Czech Translator and Support worker (Grade 4)**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

<b>Reporting to:</b>	Associate Head of Learning Support Faculty
<b>Hours:</b>	35 hours per week. Mon – Fri 8.30 – 4.00pm. Term Time only plus 5 training days
<b>Grade:</b>	4
<b>Job Purpose:</b>	To support newly arrived Czech/Slovak students and ensure that they make excellent progress

- To act as an interpreter when necessary for individual meetings with parents/families of Czech/Slovak students
- To support the induction of new students into the academy, liaising with House Heads as necessary
- To monitor the attendance and punctuality of the students
- To liaise with families of students regarding issues of attendance, punctuality and behaviour, in conjunction with House Heads and EWO
- To carry out home visits as appropriate to the families of students
- To promote the importance of, and attendance to, whole academy parents evenings, progress days, and any other whole academy events with families.
- To provide standard translation of academy material into Czech and/or Slovak as and when required.
- To liaise with feeder primary schools as appropriate
- To support Assistant Principal in carrying out other reasonable duties that aim to promote the progress and well being of Czech/Slovak Students
- To track student subject progress as well as attendance and punctuality, setting targets and monitoring progress over the year
- To support students in mainstream lessons helping them to access the curriculum
- To mentor Slovak/Czech students ensuring they make at least expected progress
- To represent Sidney Stringer Academy on any relevant community Czech/Slovakian groups
- To support families with free school meal applications

- To provide enrichment opportunities for students
- To investigate and share good practice from other schools regarding the integration of Czech/Slovak students

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **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 convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal 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 the Academy'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 the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy 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 come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust 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.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may 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.*

***Job Description Reviewed By: C.Turpin (December 2019)***



## **Slovak/Czech Translator & Support Worker (Grade 4)**

**£15,506 - £18,168 pa (actual salary)**

35 hours per week. Mon – Fri 8.30 – 4.00pm

Term Time only plus 3 training days

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are looking to appoint a Slovak/Czech speaker to work with our students. You will be responsible for supporting and monitoring a group of students and ensuring that they make good progress. You will liaise with school staff and parents and the role will involve some in class support.

If you would like further information or to discuss the post in more detail then please contact

Anna Hickinbottom (Head of Learning Support) – [ahickinbottom.staff@sidneystringeracademy.org.uk](mailto:ahickinbottom.staff@sidneystringeracademy.org.uk)

### **How to apply**

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk) - 'Vacancies page'

Please return completed application forms to Ghausia Bhatti (Admin Assistant in HR) - [gbhatti.staff@sidneystringeracademy.org.uk](mailto:gbhatti.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: Friday 24 January 2020 at 12 noon**

Interview date to be confirmed

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*