

## **Ethnic Minority Achievement Service (EMAS) Adviser**

**Salary: Soulbury 13-16:** £51,951 - £55,854 per annum, pro rata (£44,857 - £48,227 for 37 hours, TTO 39 weeks per year)

37 hours per week, term-time only (39 working weeks per year)

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. It is also committed to promoting quality childcare across the City that works 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.

### **The Service**

Portsmouth Ethnic Minority Achievement Service (EMAS) is a well-regarded team of specialist education advisers and Bilingual Learning Assistants (BLAs), supported by core office staff and based at the Civic Offices in the centre of Portsmouth.

We work in schools and nurseries in and around the city to support pupils who are black or minority ethnic and who have English as an additional language. We also work closely with the Virtual School to support refugees and asylum-seekers.

We are a fully-traded service, with schools buying in our work through service level agreements (SLAs), negotiated every two years. We are part of the Children, Families and Education Directorate at PCC and we work within the School Improvement team.

Advisers deliver training and professional development both in schools and at the Civic Offices for teachers, teaching assistants, support staff and student teachers, although this work has been carried out remotely in recent times. They also work with key school staff to scrutinise progress and attainment data and advise and respond to school needs and priorities. In addition, advisers support at individual teacher and pupil level and carry out a range of assessments (1-1 or with a BLA), especially those which help identify if a pupil with EAL also has SEN.

Our BLAs work alongside over 500 pupils in 20+ community languages across all key stages and our School Support Officer collates and creates specialist resources for schools in key languages.

As a service, we take great pride in our work by valuing others and focusing on what's important so that we make a real and positive difference across the city.

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

As an EMAS Adviser you join the Lead Adviser (who is also the manager of the EMAS team) and another EMAS Adviser to support schools when working with black and minority ethnic pupils (BME) and those with English as an additional language (EAL).

The over-arching priorities of the role are to:

- Work in and with schools to raise pupils' standards and achievement and provide professional development to Portsmouth teachers;
- Monitor progress, attainment, need and provision of BME pupils and those with EAL;
- Support the effective provision of a bilingual support service;
- Support the Children, Families and Education Directorate to reach its targets and objectives in relation to ethnic minority and EAL achievement;
- Respond flexibly to the changing needs and demands of the team and local and national government strategy;
- Contribute towards agreed EMAS project work, arising from buy-back between key partners and the team.

Specific responsibilities:

#### *School Improvement*

- To work with teachers and pupils to promote effective teaching and learning and to disseminate best practice;
- To provide school and centre-based support through consultancy, staff meetings, teaching and curriculum support;
- To maintain regular contact with and provide advice, training and support for EMA Co-ordinators on standards, teaching, leadership, management, curriculum and professional development;
- To respond to the needs and priorities of schools and teachers in the context of the EMAS Action Plan;
- Where appropriate, to participate in improvement programmes for schools requiring additional support (OFSTED categories and LA cause for concern);
- To contribute, as required, to programmes initiated through other agencies and services;
- In partnership with colleagues, to provide advice and training on curriculum provision for ethnic minority pupils with special education needs, including carrying out identification assessments.

#### *Strategic Management*

- To participate in the monitoring of ethnic minority progress and achievement and that of pupils with EAL within Portsmouth schools;
- To evaluate schools' performance in relation to ethnic minority achievement and pupils with EAL;
- To represent the Local Authority at regional and national level at appropriate meetings and conferences.

#### *Service Management and Organisation*

- To maintain effective working relationships with colleagues in the Children, Families and Education Directorate;
- To write effective reports in line with the requirements of the Directorate;
- To provide professional support for the teaching and learning activities carried out by Bilingual Learning Assistants;
- To undertake other such duties as appropriate.

As such, a 'typical' day might be visiting a school in the morning to assess a pupil with EAL who is causing concern, speaking to teaching and support staff and parents and

working with and through a BLA or 1-1 with the pupil. The afternoon might be writing up a formal report of the assessment outcomes, including your advice and recommendations, before going to another school to deliver a twilight session to staff on an aspect of EAL pedagogy.

Another day might include a meeting with a Head Teacher or SENCO to scrutinise progress and attainment data for BME pupils and those with EAL and consider how EMAS can support the school's priorities when working with these pupils, before working with other advisers to plan a central training session or CPD for EMAS' bilingual staff.

*'This is an exciting and fulfilling role where you get to make real differences to the lives of children and young people'* Catherine, EMAS Adviser

*'This job is really rewarding and stimulating. It offers you the opportunity for interaction with both young people and professionals, alongside exploring language and pedagogy to a level that isn't normally possible, all whilst working with a really great team!'* Rebecca, EMAS Adviser

## **Who is the person?**

You need to have:

1. QTS and successful teaching and/or advisory experience;
2. Significant and successful teaching experience, with a good track record of securing pupil progress within the primary or secondary sector, across a range of ability groups;
3. Experience of responding to the educational needs of ethnic minority pupils, in particular those with English as an additional language;
4. Experience of target setting and progress monitoring for black & minority ethnic pupils and those with EAL, including experience of data analysis in a school context
5. Successful leadership and management experience within a school or Support Service, particularly in working with teachers and support staff for both continuing professional development and curriculum innovation;
6. Good communication skills - both oral and written - with the ability to prepare and write evaluative reports and experience of the development and production of policies and schemes of work;
7. Knowledge and understanding of the theory and practice in teaching pupils with a range of linguistic and cultural needs;
8. Knowledge and understanding of home-school issues relating to pupil achievement;
9. Knowledge and understanding of National Curriculum requirements, including assessment;
10. Knowledge and understanding of whole school equal opportunities policies, particularly the Equalities Act;
11. Good interpersonal skills and the ability to work effectively as a team member;
12. The ability to manage work effectively and independently;
13. The ability to inspire and motivate others;
14. A commitment to personal and team learning and professional development;
15. Commitment to PCC's equal opportunities policy;
16. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

## **Additional information:**

If you have any questions, or would like an informal discussion about the role, please call Karen Thomas (EMAS Manager and Lead Adviser) 023 92733130 or 07814 283989

**Closing date:** 23 April 2021

Interview process will take place on the 11 May 2021

Applications received after this may not be considered.

**How to apply:** To make sure your application is above the rest, please review the "**job profile**" and "**how to apply**" to ensure your application form matches the requirements of the role. Please ensure you refer to the 'how to apply' document when you complete your application as there is information in there that you need to include and evidence in your application for this role. Please ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile. **PLEASE DO NOT JUST SUBMIT A CV.**

### **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.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

If you have any queries, contact us on 023 9284 1191 (8:30am to 5:00pm Monday to Thursday, 8:30am to 4:00pm Friday).

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