

Bi-lingual Support Worker – Grade 6

Job purpose

The Bi-lingual Support Worker will work as part of a team to support children, young people and their families who are International New Arrivals (INA) which include asylum seekers, refugees and economic migrants, and children missing in education who have arrived in Kirklees and require educational provision.

The Bi-lingual Support Workers will work in partnership with other services e.g., Schools, Early support, Calderdale & Kirklees Careers, housing, health, and the voluntary sector to develop and extend effective home school liaison and positively impact on family integration, well-being, school attendance and pupil attainment.

They will be required to work one to one or with small groups of pupils and support staff in schools to support the delivery of the curriculum, build home to school relationships and open lines for communication regarding educational issues or concerns regarding the children, young people for a period of integration.

This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

Work with INA children, young people and their families as required to assist with interpreting their specific needs and contributing to the development of integrated working.

Work one to one or in small groups to support INA pupils within an educational setting and contribute to plans, reviews, and evaluations of the pupil's progress.

Assess the child, young person, and their family's needs and to make appropriate recommendations for family support, and community based and therapeutic services either directly or indirectly provided by the department or by other agencies.

Undertake an assessment of English as an Additional Language (EAL) and plan a basic package of time limited work from existing resources.

Produce a short case study evidencing a positive outcome for quarterly reporting.

Liaise with and involve other agencies and professionals as necessary e.g., signposting, or joint working with both internal and external services to ensure children and families access support for unmet needs such as LOCALA, Housing, KAB, Welcome centre - voluntary sector.

Maintain appropriate and timely computerised records of cases, plans and actions taken, in line with the service's Client Access to Files Policy and the national policy on electronic recording.

Will be expected to adhere to lone working policies and take responsibility for their own wellbeing. This includes travelling to and from schools or family homes.

Comply with all the requirements of child protection, family and human rights legislation, national and Council policy, procedures and processes and professional standards.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Fluency in the language spoken by the target clientele.	Essential
Experience of working positively with children and families.	Essential
Knowledge and understanding of the process of language acquisition.	Essential
Knowledge and understanding of child development.	Essential
Awareness of the many difficulties present in the daily life of some INA families and how these can negatively contribute to their children achieving and sustaining school attendance.	Essential
Good communication skills both written and verbal in English.	Essential
Knowledge and understanding of Primary/Secondary School curriculum.	Desirable
Experience of working in partnership with other agencies e.g. Early Support, Social Care, schools, health, housing	Desirable
NVQ 3 or equivalent in a relevant subject e.g., health, social care, education	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Willingness to travel between locations, either on foot or using public transport. Possession of a driving licence and a car available for work may be desirable.	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Communities	Grading ID	66540
Job ID	80103137	Last Updated	October 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Children	DBS Type	Enhanced & Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		