

# SCHOOLING SUPPORT ASSISTANT (PORTUGUESE SPEAKER)



## Role Information

- **Days and hours:** 7 (10am-5pm) Tuesdays or Wednesdays
- **Term:** Minimum commitment of 4 months
- **Reporting to:** Advice & Advocacy Lead
- **Language:** Fluent in English and Portuguese
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

## About the role

As Schooling Support Assistant, you will provide information, advise and support about nursery, school and post-16 education to recently arrived Latin American migrants, whose children are not in education or not able to access education due special education needs and disabilities (SEND). Since the pandemic, this service has been delivered remotely via phone calls, WhatsApp, emails and Zoom. As a result, families living across London and other parts of the UK have been able to access our support. Whilst we hope to resume in-person delivery in 2022 we will also continue to operate remotely.

## Main tasks and responsibilities

- Working in-line with IRMO's policies and ethos, paying particular attention to confidentiality, equal opportunities and child protection;
- Reporting any safeguarding concerns to Advice & Advocacy Lead and Designated Safeguarding Lead immediately;
- Providing information, advice and support to Portuguese speaking families about the UK education system and admissions processes for children aged 3 to 18 years old;
- Developing partnerships with external organisations where possible;
- Carrying out monitoring and evaluation, including keeping case notes, updating databases and recording outcomes.
- Helping plan & deliver parent workshops and focus groups in Portuguese;
- Putting together useful resources in Portuguese for parents and staff, including simple translations, fliers, handouts, tutorial videos, etc.
- Helping us improve our reach into the Portuguese speaking community;
- Participating in team planning and evaluation meetings to develop a longer-term strategy to address systemic barriers to education.

## Person specification

- Fluent in English and Portuguese (essential);
- A flexible and enthusiastic individual, who is confident working in a multicultural and multilingual environment;
- Excellent interpersonal and communication skills and close attention to detail;
- Ability to set your own work priorities, manage your time and work independently;
- Responsible and committed to the principles of equal opportunity in the workplace;
- Experience working with migrants, ideally in an advice/support role (desirable);
- Knowledge of the UK education system (desirable);
- Good understanding of the challenges Latin American migrants face in the UK;
- IT skills (particularly Google Docs/Slides/Sheets, Zoom and Canva).

## Additional Requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

## Benefits from Volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Opportunities to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period);
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

Click [here](#) to find out more about us



**THANK YOU FOR YOUR SUPPORT**