

Department: *Raising Achievement*  
Contact Officer: *Axelle de Fremery, New Arrivals  
Achievement Officer*  
Telephone: *01753 476543*

4 February 2008

Dear Applicant

**01-946: Community Assistant (Sessional)**

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our staff, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Information Job Pack gives a full explanation of the job and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply please complete an application form and send it by email to [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) or post it to the Recruitment Team, Slough Borough Council, Bath Road, Slough SL1 3UQ.

These are open advertisements and interviews will be held following suitable applications.

If you would like to discuss this position on an informal basis please contact me on 01753 476543.

I look forward to receiving an application from you.

Yours faithfully,

***Axelle de Frémery***  
***New Arrivals Achievement Officer***

# How to Apply

## KEY DATES

These are open advertisements and interviews will be held following suitable applications.

To apply for this post you must complete a Slough Borough Council **application form**. You may submit a CV in addition to your application form. Please note that a CV alone will not be accepted as they do not meet our assessment criteria and commitment to equal opportunities.

## Completing Application Forms

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

It is important that you complete ALL sections of the application form; you can attach additional information if you wish.

## Recruitment Monitoring Form

Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

## Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered. Application forms should be returned by:

- a) **E-mail: [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk)**
- b) **Post: Recruitment Team, Human Resources, Slough Borough Council, Town Hall, Bath Road, Slough, SL1 3UQ**

## Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

## Next Steps

If you are selected for interview we will contact you by telephone and confirm the details in writing.

If you have not heard from us in 4 weeks from the closing date please assume that on this occasion your application has been unsuccessful.

# Make a difference.....work in Slough

## Your career

Our staff choose to work in Slough because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer.

We offer a range of benefits including:

- Final salary pension scheme
- Childcare vouchers
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

Our **vision** is to “Take pride in Slough and make a difference to our communities and our environment”. Our corporate plan has full details of our priorities at [www.slough.gov.uk/mycouncil/articles/13682.aspx](http://www.slough.gov.uk/mycouncil/articles/13682.aspx)

## The Borough

Slough Focus is our Local Strategic Partnership, bringing together the town's decision makers, communities and organisations to meet the needs of local people and to improve the quality of life in Slough. Together we have developed Slough's first Community Strategy.

The Community Strategy sets out a long-term vision for Slough, for the 'people', the 'place' and for the 'prosperity' of the town, and the things that need to be done to make this a reality. Full details can be found at <http://slough.gov.uk/mycouncil/articles/2224.aspx>

**PEOPLE** - Slough will have healthy and fulfilled people and communities.

**PLACE** - Slough will be a safe, attractive and sustainable place to live, work and learn.

**PROSPERITY** - Slough will have prosperous individuals and communities.

## World-class businesses

We have Europe's largest trading estate in single ownership and a thriving and

growing town centre. A wide range of well-known companies have their base in Slough.

Slough has an exciting cultural centre, with emerging young talent joining the more established cultural industries to create new and exciting work and leisure opportunities.

## Culture in Slough

Slough has a population of 119,000 people and is a culturally diverse town with a range of communities. More than a third of our population are from black and minority ethnic communities.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

## Well connected

Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25. Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.

# Job Description

Effective Date: January 2010

Post No:

## 1. DESCRIPTION

<b>1.1 Post Title:</b>	<b>Community Assistant</b>	<b>Post Holder:</b>	
<b>Operating Unit:</b>	<b>EMA &amp; TE Service</b>	<b>Location:</b>	<b>The Centre Farnham Road</b>

## 1.2 MAIN PURPOSE OF JOB

To support newly arrived children whose first language is not English to settle into their new schools.

## 1.3 POSITION IN ORGANISATION


Name and position of line manager:

Name:	Axelle de Fremery			Staff	Manual
Title:	New Arrivals Achievement Officer	Direct Reports	0		
		Indirect Reports	0		
		Total Managed	0		

## 1.4 MAIN ACCOUNTABILITIES (Output Based)

1. To provide 'first day' support to referred newly arrived in a school, through communication in the child's first language in the new school setting.
2. To support EMA Service with arrangements for the educational assessment of newly arrived referred pupils.
3. To support schools to 'settle' children who are new to English and new to the school, this may include facilitating after-school clubs/surgeries.

## Person Specification

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
<b>Experience</b>	1.1	Working with children or young people in an educational setting	Desirable		
	1.2	Working with families from refugee and asylum seeking backgrounds or other newly arrived families.	Desirable		
<b>Knowledge</b>	2.1	An understanding of issues relating to newly arrived pupils. Ability to establish good relationships with pupils and families from minority ethnic, refugee and asylum seeking backgrounds.	Desirable		
<b>Skills/ Abilities</b>	3.1	Ability to communicate in the following languages: Albanian, Chinese, Croat, Czech, Dutch, Farsi, Gujerati, Kurdish, Latvian, Lithuanian, Malayalam, Pashto, Polish, Portuguese, Romanian, Romany, Shona, Somali, Swahili, Tagalog, Tamil, Thai, Turkish, Twi	Essential		
	3.2	Oral communication skills in one of the above languages and English.	Essential		
	3.3	A commitment to equal opportunities	Essential		
<b>Qualifications</b>	4.1	Completion of / willingness to undertake Equality Services Community Assistant training course.	Essential		

## The Directorate & Team

Slough is home to c.33,000 children, more than one-quarter of its population. These children come from a hugely rich and diverse range of ethnic, cultural and religious backgrounds. Over 50 different languages are spoken as a first language by children in our schools; we have the highest percentage of Muslim and Hindu residents in the south east and the highest percentage of Sikh residents in the country. There are established minority ethnic communities; plus high levels of new immigrants and asylum seekers from over 70 different countries, with one-third of the population born outside the U.K. and one-fifth born outside the E.U. Different from most of its Berkshire neighbours, Slough is similar to many London boroughs. There are significant pockets of disadvantage and many vulnerable children, with high levels of unaccompanied minors, transient families, low-income households, Looked After Children (LAC), and children with Learning Difficulties and Disabilities (LDD). This makes Slough an interesting and varied place to work, with a wide range of initiatives and projects aimed at these different groups and a real opportunity to make a difference to children and young people's lives.

Slough has 45 schools including 5 nursery schools, 5 infant schools, 4 junior schools, 18 primary schools, 7 non-selective secondary schools, 4 grammar schools and 2 special schools. There is an excellent relationship between schools and with schools and the LEA. Schools work together within consortia and federations. There is good support for Newly Qualified Teachers, and a range of Advanced Skills Teachers working across schools. There are five established Sure Start Children's Centres with others planned. The youth service includes several centres across the town. There is an increased move to multi-agency working, with teams being based out in the community, including through the Children's Centres and the Full-Service Extended School.

The Council and its partners working with children and young people have launched a Children and Young People's Plan (CYPP), setting out our vision and priorities to improve the lives of children in Slough. Together, we have also set up a Children's Trust, which is a multi-agency partnership and which will deliver the CYPP and increased multi-agency locality working across the town.

Staff and volunteers within the Council and its partners show high levels of energy, dynamism and commitment to putting children first, and improving their experiences and outcomes. A small close-knit community with excellent relationships and partnership working, we have deliberately built upon this strength, establishing firm grass-roots development towards integrated children's services and a Children's Trust model. There is a strong Children and Young People's Local Strategic Partnership (CYP LSP), and many opportunities for children to participate and engage.

In January 2005 we restructured council front line services, to become more customer focussed, and to reflect local and national priorities. This brought together all children's services under a Strategic Director of Education and Children's Services, and a Lead Member/ Commissioner. The Directorate includes children's social care, education services and services for young people - our youth service and Youth Offending Team. We are committed to working together to improve outcomes for children and young people in Slough. Everything that we do is centred on the concept of Children 1<sup>st</sup>.

Slough was one of the first authority in the country to undergo a Joint Area Review (October 2005; report published by OfSTED December 2005). This review looked at what life is like and outcomes for children and young people. The result was that Slough was judged as 'good' for every judgement, the highest result of any authority so far.

Slough's small size, the number of exciting initiatives, and the rich diversity of the community, make it an excellent place for professional development, with many opportunities to become involved in putting children first and improving their life chances.

# Main Conditions Of Service

## **PERMANENT STAFF/FIXED TERM CONTRACT**

**DATE:** January 2010 **CLOSING DATE :** Open advert

**DIRECTORATE:** Education & Children's Services

**JOB TITLE:** Sessional Community Assistant (as and when)

The Council is in the process of implementing a new system of job evaluation and harmonising terms and conditions for all existing staff. These will be effective from 1 April 2010. This has resulted in changes to terms and conditions of this post.

It has been agreed that all staff appointed from 1 January 2010 will be appointed on the new pay and grading structure and the harmonised terms and conditions outlined below.

### **Level**

Level 1, SCP 5 to 9, £12,312 to £13,589 per annum exclusive of local weighting allowance. A local weighting allowance of £849 also applies. This equates to an hourly rate of £7.65 - £8.49 per hour inclusive of local weighting allowance and holiday pay.

### **Payment of Salary**

Your salary will be paid monthly in arrears (on submission of a timesheet) on the last working day of the month, by credit transfer into a bank or building society account of the employee's choice.

Annual increments are paid on 1<sup>st</sup> April each year subject to six months' service and satisfactory performance.

### **Annual Leave**

A payment for 25 days annual leave (pro rata) is inclusive in the hourly rate.

### **Hours of Work**

"As and when required" basis. Actual hours of work to be agreed with the line manager as required.

### **Pension**

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for New Employees to the pension fund on <http://www.rbwm.gov.uk/berks-pension/index.htm>

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

### **Allowances**

#### **Mileage allowances**

The Council will reimburse all mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 40p per mile for

the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, ie for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

Once any member of staff hits 1,000 business miles or more in any one tax year a lump sum of £1,000 will be paid. This rate will be up-rated in line with NJC annual pay award.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

### **Smoking policy**

The Council has a no smoking policy.

### **Medical assessment**

Your employment will be subject to a satisfactory medical assessment. We may ask you to take a medical examination if the council's medical adviser feels it is necessary. Certain key members of staff are medically examined periodically. The council will pay for this.

### **Probationary period**

**Six months** - during this period you will be covered by the Council's Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

### **Political restrictions**

This post is not politically restricted under the Local Government and Housing Act 1989.

### **Period of Notice**

The written notice that you must give the Council is:

<b>Levels</b>	<b>Notice Period</b>
1-4	4 weeks
5-7	8 weeks
8-10 Soulbury staff Senior Managers (SML)	12 weeks

## **Criminal Records Bureau**

### **(The Rehabilitation of Offenders Act 1974)**

Posts which involve working with children or vulnerable groups are covered by the Rehabilitation of Offenders Act 1974(Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the protection of Children Act 1999.

**The Criminal Records Bureau has been set up by the government to ensure safer recruitment practice to protect children and vulnerable adults.** Two types of checks are available; Standard and Enhanced. *A caution or conviction will not necessarily bar you from obtaining employment.* The Disclosure that will be required for this post is **ENHANCED**.

Prior to any offer of employment being made you will be required to complete a Disclosure application form. On this form you will need to declare ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record. All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the Criminal Records Bureau (CRB). The CRB will search Police Force, Department of Health, and Department for Children, Schools and Families records for relevant information. The CRB will inform you of their search and they will also send a copy of the result to Slough Borough Council. This information will enable the Council to make its decision on possible employment.

We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will restrict you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to disclose information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the CRB direct on 0870 90 90 844 or visit their website at [www.crb.gov.uk](http://www.crb.gov.uk)

If you do take up employment it is necessary for you to inform your Line Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

**Important:** We will report all persons to the relevant authorities who attempt to obtain employment whilst they are disqualified from working with children or vulnerable adults.

### **Enhanced Disclosures**

Issued to those who are applying for posts exempted under the Rehabilitation of Offenders Act 1974 **and** who will be working in positions which entail working regularly caring for, training, supervising or being in sole charge of persons under 18, or in positions which are specified in Regulations made under the Police Act as working with 'vulnerable adults'. This will reveal any spent and unspent convictions, cautions, warnings and reprimands held at a national level and

information held on local police records. Plus for any person applying for a childcare position, whether the person is on the list of those considered unfit to work with children held by the Department for Children, Schools and Families (DCSF): and the Department of Health (DH) where contact may be with vulnerable adults.

### **ISA Adult First Check**

In addition to the above checks it may be necessary to undertake an Adults first check. These checks are available under exceptional circumstances and where the employer is awaiting confirmation from the CRB; proper to employment.

This information is subject to change to reflect the requirements of the new Vetting and Barring Scheme.

## General Information

### **Data Protection Act**

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

### **Disability Discrimination Act 1995**

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Disability Discrimination Act 1995 & 2005). Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview. To enable the scheme to operate, managers compiling shortlists will be informed when a candidate has a 'disability'.

#### *Definition of Disability*

The definition of disability, as outlined in the Disability Discrimination Acts (DDA) 1995 & 2005 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Acts,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect day-to-day activities at work on a regular basis

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

Some examples now covered by the DDA include: mental illness or mental health problems, learning disabilities, diabetes, epilepsy, cancer, HIV and Multiple Sclerosis.

### **Employment after Retirement Age**

The normal retirement age from the Council's service is 65 years. Your employment will end on the day before your 65th birthday. However, under the Employment Equality (Age) Regulations 2006 you can request continuing your employment.

### **Equal Opportunities in Employment**

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

### Feedback

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

### Interview Expenses

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

### Medical Questionnaire

Successful applicants will be required to complete a medical questionnaire and may be required to meet with our occupational health adviser if required.

### Pre-Employment Screening

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

### Childcare Vouchers

This scheme allows employees to purchase childcare vouchers from their salary and save on tax and national insurance contributions. The estimated savings available are shown below:

		Annual savings based on monthly individual costs of				
		£50	£100	£150	£200	£243
Annual salary	£34k +	246	492	738	984	1196
	£10k - £33k	198	396	594	792	962

The vouchers are very flexible. You can use them to pay for a wide range of childcare in different places as long as it is provided through a registered provider.

## The Advertisement

### **Sessional Community Assistants (As & When)** **£7.65 - £8.39 per hour inclusive**

If you would like to help children in Slough Schools, read on.

We would like to help all children who are new to English and new to Slough schools to settle in quickly and happily. To help us do this we need people who can speak the same languages as our children and can spend the first few hours in a school with them.

If you can speak either Albanian, Chinese, Croat, Czech, Dutch, Farsi, Gujerati, Kurdish, Latvian, Lithuanian, Malayalam, Pashto, Polish, Portuguese, Romanian, Romany, Shona, Somali, Swahili, Tagalog, Tamil, Thai, Turkish or Twi and are willing to undertake a 5 session training programme, you could help us to help our school children.

If you would like to discuss this job on an informal basis please do not hesitate to contact Axelle de Fremery, New Arrivals Achievement Officer, on 01753 476543.

Shortlisting and Interviews will take place on an "as and when basis".

Applicants who are interested in applying must respond by completing an application form.

Apply for this job on-line at [www.slough.gov.uk/jobs](http://www.slough.gov.uk/jobs). Alternatively email [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) or call our 24 hour message line on 01753 875074 for a pack, outlining the reference number above. Minicom service on 01753 875030

Successful candidates will be notified in writing.

***We value diversity.***

