

**SOUTHAMPTON LANGUAGE SERVICE  
SPECIFICATION  
(ACADEMIES)**

**1. Introduction**

- 1.1 Southampton Language Service provides Bilingual Assistants who can support access to the curriculum at school using the child or young person's first/home language. Bilingual assistants work in a number of languages including - Arabic, Dari, Farsi, Hindi, Punjabi, Polish, Romanian, Russian and Urdu.
- 1.2 We work in partnership with schools to meet the needs of bilingual learners and ethnic minority pupils at the risk of underachieving. We primarily support pupils whose home and community language is other than English. These pupils may be recent arrivals, from extended stays abroad or they may have been born in UK.

**2. Service Options**

- 2.1 These service options are designed to provide a comprehensive service delivery model. However, should you have a specific requirement that is not covered in the options listed below, please contact Sonia Malhotra (Sonia.malhotra@southampton.gov.uk) to discuss.
- 2.2 Services can be purchased by individual schools, or by clusters of schools. All work includes: direct work in schools, planning and preparation time, liaison with parents, staff and other agencies, review meetings, record completion and related administrative and travel time.
- 2.3 Schools cannot carry forward unused days from one financial year to the next. In the event of a staff member reporting in sick, we shall endeavour to re - arrange the school visit to a convenient date.

**2.4 Bilingual Assistance**

- 2.4.1 The Service works with school staff to:
- Provide curriculum access through first language with bilingual support
  - Group work intervention
  - First language assessment
  - Feedback to class/subject teacher about Childs understanding and response to tasks
  - Support for GCSE subjects
  - Support for SATs (support pupil at least a term prior to SATs)
  - Support with home-school-community communication, e.g. interpreting at academic reviews
  - Support at parents meeting

- Cultural diversity assemblies
- Language taster sessions.

2.4.2 Each Intervention will include:

- Planning meeting with school staff to agree joint objectives of intervention
- Bilingual Assistant planning and preparation
- Up to half/term weekly sessions with a bilingual assistant
- Final review meeting with school staff
- Ongoing liaison with parents, school staff and other agencies as appropriate throughout intervention

2.4.3 The school will meet with the Bilingual Assistant after each term, where the service has been used, to review the activities undertaken and progress towards agreed targets.

2.4.4 The Services detailed here are available to buy as packages, and as follows:

- Basic Package: consisting of afternoon sessions of 2 hours per week (12 per term); Cost per term **£680**; throughout the year **£2,041**.
- Standard Package: consisting of morning sessions of 3 hours per week (12 per term); Cost per term **£1,021**; throughout the year **£3,063**.
- Enhanced Package: consisting of 1 day per week (12 per term) Cost per term **£1,701** throughout the year **£5,103**.

### 3. Service Contacts and Performance Review

3.1 The initial contact for this service is:

Sonia Malhotra  
Southampton Language Service Co-ordinator  
Southampton City Council  
Civic Centre  
SO14 7LX

Tel: 023 80833072  
Email: [Sonia.malhotra@southampton.gov.uk](mailto:Sonia.malhotra@southampton.gov.uk)

3.2 Any queries, concerns or complaints about the overall operation of the scheme should be addressed to Bryn Roberts at the address below.

Bryn Roberts  
Service Manager of Inclusion  
Southampton City Council  
Civic Centre

Southampton  
SO14 7LX

Tel: 023 80 215320 (option2)  
Email: [bryn.roberts@southampton.gov.uk](mailto:bryn.roberts@southampton.gov.uk)