



Job Description

Job Title:	ELSA Emotional Literacy Support Assistant
Responsible to:	SENDCo
Grade:	SLT Grade D

Purpose of the Job

The Emotional Literacy Support Assistant's (ELSA) main role is to provide support for children with identified social, emotional and behavioural needs through the running of specific programmes and activities to assist the pupils' individual needs. The ELSA will be responsible for implementing these activities, reviewing progress and evaluation impact in liaison with the SENDCO, class teachers as well as working alongside teaching staff, parents and carers.

Main Responsibilities:

Plan and deliver individualised programmes of support for children to develop their emotional literacy, including:

- Awareness of own and other people's emotions
 - o Development of an increased range of emotional vocabulary
 - o Management of stress, grief, anxiety, anger and conflict
 - o Development of social interaction and friendship skills
 - o Promotion of a realistic self-concept and good self-esteem
 - o Coping with significant life changes including loss and bereavement
- Plan and deliver programmes of support to small groups of children to develop resilience skills
- Write succinct session plans and add subsequent evaluative comment
- Liaise with teachers and other support assistants about the needs and progress of children receiving support, assisting with referrals to external agencies where appropriate



- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities, supporting pupils with emotional or behavioural needs and help develop their social skills.
- Keep up to date and attend any professional development training relevant to the role
- Share knowledge and ideas from training/supervision sessions with other school staff as appropriate
- Meet regularly with line manager to review ELSA work
- Liaise with parents in line with school policy
- Be part of the safeguarding team, trained as DDSL, maintain and oversee safeguarding records and keep them informed of any developments that may impact the student's safety and well-being
- Liaise with other professionals, e.g: Educational Psychologist, Child Protection meetings
- Assist with the development and implementation of an Individual Support Plans, Education (EHCPs) and Behaviour Plan and Personal Care Programme.
- Undertake structured English and Maths activities and teaching programmes as required by the class teachers, including teaching of phonics.
- Support at playtimes, providing nurture group, as necessary.
- Be responsible for the timely and accurate preparation and use of any specialist ELSA resources and materials used by the individual pupil.
- Plan and implement daily sensory circuits

5. School Support

- Awareness and compliance with School policies and procedures relating to:
 - Safeguarding and Child Protection
 - Health, Safety and Security
 - Confidentiality and Data Protection

and reporting all concerns to an appropriate person.

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.



PERSON SPECIFICATION

1. Experience

- Working with children of relevant age
- Ability to relate well to children and to adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to use resources and basic technology and software as tools to support the teaching and learning of English

2. Qualifications

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| • NVQ2 (or above) or equivalent qualification or experience in relevant discipline | Desirable |
| • ELSA trained or willingness to undertake training | Essential |
| • GCSE Maths Grade C (or above) or equivalent | Essential |
| • GCSE English Grade C (or above) or equivalent | Essential |
| • Willingness to participate in development and training opportunities | Essential |
| • Paediatric First Aid Qualification | Desirable |
| • Team Teach (positive handling) | Desirable |