

Earls Barton Primary School



Emotional Learning Support Assistant

Job Purpose and Objectives

- To support children with emotional and behavioural difficulties to enable them to effectively access the curriculum.
- To support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills.
- To support children to make progress in learning through the delivery of specific interventions.

Job Description

- The ELSA will be expected to work with individual children or with groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life as identified by the class teacher or any other significant adult.
- To develop and maintain a space in school for ELSA/intervention work to be carried out.
- To establish a “nurture breakfast” provision for those children requiring support before they enter their classroom
- To establish supportive, caring and secure relationships with children, and be available to offer individual support and time to talk.
- To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop children’s emotional literacy skills and emotional well-being.
- To implement and review intervention programmes/targets designed by Educational Psychologist, teachers and/or other professionals as required.
- To create, develop and produce resources for use with intervention programmes, as appropriate which may include social skills, emotional skills, friendship, bereavement, anger management groups and tailored lunch time provisions.
- To ensure that all records are kept up to date, in accordance with the school’s provision mapping and whole school procedures, and that appropriate levels of confidentiality are maintained.
- To liaise, and maintain good working relationships with other staff, parents, outside agencies etc. required.
- To contribute to monitoring and recording pupils’ progress and providing relevant feedback to teachers
- To liaise with the class teacher and SENCO in the identification and targeting of children with emotional and behavioural problems.
- To liaise with teachers in the preparation of individual IEP’S and subsequent reviews (emotional and behavioural) for identified children.
- To attend relevant in-service training as appropriate.
- To attend supervision sessions run by Local Authority’s Educational Psychologists.
- To liaise with Senior Leaders as appropriate.
- To meet regularly with line manager to review ELSA work.
- To work within own competencies and level of development, under the guidance of the line manager.

The Headteacher will ensure that our ELSA is given sufficient time to attend supervision sessions within and out of school.

Additional Information

Any tasks as directed by the Pastoral and Inclusion lead/ Headteacher to support the school in meeting the pupils' needs. This job description may be amended from time to time to meet the needs of the school.

Person specification

	Essential	Desirable
	The willingness to undertake ELSA training	ELSA training/ qualification
	Enjoys learning	
Qualifications and Training	GCSE (or equivalent) in English and Maths	
	Training in literacy/numeracy	
Knowledge, Abilities, Skills, Experience	Is able to keep succinct and accurate records	Experience of EduKey
	Is able to plan programmes of support that incorporate variety, interest and pace	
	Has good time management and organisational skills	
	Able to demonstrate good interpersonal skills with children and adults	
	An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development	Basic knowledge of first aid
	Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn	
	Experience of supporting children with special educational needs	Relevant SEN qualifications / training
	To have the ability to develop an understanding of the educational, welfare and social needs of the pupils with whom s/he is working	
	Appropriate IT and keyboard skills	Knowledge of EduKey and MyConcern
	Appropriate level of data protection, security and confidentiality awareness	Understanding of corporate equalities standards and diversity issues and impact in immediate work area
	The ability to become familiar with and apply whole school policies, procedures and standards and be willing to implement them in a consistent manner	

Personal qualities/ attributes	A warm personality and able to stay calm under pressure	
	To be able to develop positive relationships with children, colleagues and parents	
	Able to work as part of a team but also independently and show initiative	
	To be flexible and approachable in a busy day to day environment	
	Absolute commitment to confidentiality and adherence to school safeguarding procedures	
	Ability to cope with and adapt to change	
	To demonstrate the commitment towards being part of the wider life of the school	