

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Emotional Literacy Support Assistant (ELSA)	Location	Abbeyfield School
Salary	Scale G, Points 8-13 (£26,823 to £29,064 FTE, £23,071.44 to £24,999.00 actual per annum).	Hours	37 hours per week (08:00 – 15:30 Monday-Thursday and 08:00-15:30 Friday) Permanent
Department	Support Staff	Reports To	SENDCo

JOB PURPOSE:

To provide emotional literacy support and intervention for students experiencing social, emotional, behavioural or mental health difficulties. To work closely with the SENDCo, safeguarding team, pastoral teams, teachers, parents and external agencies to ensure students receive the support needed to access learning and achieve positive outcomes.

KEY RESPONSIBILITIES AND DUTIES:

- To provide emotional literacy support for students who require assistance with their social, emotional and mental wellbeing.
- To deliver ELSA interventions to individuals and small groups.
- To develop and implement bespoke support programmes to meet identified emotional needs.
- To maintain accurate records of interventions, monitor progress and evaluate impact.
- To act as a key worker for identified students and support home-school communication where appropriate.
- To contribute to planning, review meetings and support plans for students receiving ELSA intervention.
- To liaise with the SENDCo, Deputy SENDCo, Safeguarding Team, Pastoral Team and Teaching Staff as required.
- To support students in developing emotional resilience, self-esteem, social skills and emotional regulation strategies.
- To provide support to students experiencing anxiety, bereavement, friendship difficulties, low self-esteem or other emotional barriers to learning.
- To support reintegration programmes for students returning to school following periods of absence or emotional difficulties.
- To contribute to whole-school wellbeing initiatives and support the promotion of positive mental health.
- To work alongside external agencies and professionals where required.
- Attend regular meetings.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Undertake any relevant training and courses.
- Undertake break time supervision duties.
- To undertake any other duties as reasonably requested.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.
- Act as a first-aider and undertake any relevant training as and when necessary.
- Attend and participate in relevant meetings as required.
- To maintain confidentiality at all times including implementing data protection policies.
- To contribute positively to and support the overall aims and values of the school.
- To fully support the life and work of the school.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all teaching areas and taking appropriate action should the need arise.
- To develop and maintain positive, constructive and effective professional relations with all staff, parents, advisors and support professionals, the local community and Governors
- Support the promotion of good attendance.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent.	• Further relevant qualifications e.g. NVQ, TA Status or equivalent qualification in childcare.
EXPERIENCE	• Experience of supporting students with emotional, behavioural or additional needs. • Experience of working with children in an educational environment to support learning and development	• Experience of working with secondary students in a tutoring or support capacity.

JOB DESCRIPTION AND PERSON SPECIFICATION

KNOWLEDGE AND UNDERSTANDING	• Ability to effectively communicate with a wide range of audiences, verbally and in writing. • Ability to build positive and trusting relationships with students. • Ability to manage difficult and emotive situations. • Ability to respect and maintain confidentiality. • Ability to use standard ICT packages, including Microsoft Office. • Ability to work well under pressure and manage competing priorities. • Ability to respect and maintain confidentiality • Ability to use standard ICT packages including Microsoft Office • Ability to build positive relationships with colleagues • Ability to work well under pressure and manage competing • deadlines	• Awareness of procedures relating to child protection, health, safety and security, confidentiality and GDPR. • Understanding of trauma-informed practice. • Awareness of child development and attachment needs. • Awareness of procedures relating to safeguarding, child protection, health and safety, confidentiality and GDPR. • ELSA qualification or willingness to undertake ELSA training. •
SKILLS AND PERSONAL ATTRIBUTES	• Demonstrate caring, patience, energy, motivation, commitment and empathy • Organised, efficient, calm and enthusiastic. • Motivate, inspire and have high expectations of students. • Creative approach to problem solving. • Work calmly under pressure. • Committed to personal and professional development. • Good interpersonal skills, and the ability to enthuse and motivate others. • Ability to work as part of a team and on own initiative.	

JOB DESCRIPTION AND PERSON SPECIFICATION

	• Self- motivating with the ability to multi-task	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.