

Learning Support Assistant (Level 3) - ELSA

Main Areas of Responsibility

Your main responsibilities will include:

- To work with individual children or in groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life as identified by the AHT for Vulnerable pupils.
- To support children with emotional and behavioral 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 develop knowledge of a range of learning and behavioral 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 and may include social skills, emotional skills, friendship, bereavement, and anger management groups
- To ensure that all records are kept up to date, distributed and files in accordance with the school's 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 support children to make progress in learning through the delivery of specific interventions.
- To provide detailed and regular feedback to SENCO on pupils' achievement, progress, and needs.
- To attend to the pupils' personal needs where required, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To support with behaviour management, using appropriate strategies in line with the school's policy.
- To contribute to creating a purposeful and supportive learning environment.
- Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
- To liaise with the class teacher and SENCO in the identification and targeting of children with emotional and behavioral problems.
- To liaise with teachers in the preparation of individual EHCP's/PLP's and subsequent reviews (emotional and behavioral) for identified children.
- To attend relevant in-service training as appropriate.
- To lead LSA training where necessary.

Additional Responsibilities:

- To attend local authority seminars/meetings re ELSA work as required.
- To lead parent information forums such as talks, coffee mornings and arrange training.
- To attend regular ELSA supervision meetings led by the Educational Psychologist.
- To assist with the supervision of pupils out of lesson times, including playtimes and undertaking lunchtime duty.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence.
- To undertake pupil record keeping as requested.
- To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed.
- To ensure the effective/efficient development of resources as appropriate.
- To attend relevant meetings as required

The successful candidate will have:

- Preferably educated to degree level or equivalent
- ELSA Qualification
- Basic knowledge of SEND and learning barriers
- Some knowledge of strategies in working with young people with challenging behaviours
- Knowledge of some of the social issues facing students from disadvantaged backgrounds
- Awareness of Health and Safety issues in the workplace.
- Experience of working directly with young people in an education or training environment, supporting the learning of students.
- Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.
- Experience of managing and being responsible for own workload.
- Good literacy and numeracy skills,
- Good interpersonal and communication skills, with an excellent standard of written and spoken English.
- Good administrative and organisational skills.
- Ability to interest, encourage, motivate, and engage children
- Ability to work as part of a team, working effectively with people across a wide range of levels and responsibilities.
- Computer literate – must have good ICT skills including a working knowledge of MS packages e.g., Word, PowerPoint, Outlook, Excel etc., as well as using and updating records and databases.
- Ability to work using own initiative, exercising good judgement where unsupervised.
- Flexibility of approach to work.
- Ability to maintain confidentiality, having tact and diplomacy where necessary.