

JOB DESCRIPTION

Post: Emotional Literacy Support Assistant (ELSA)

Main job purpose:

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 students' individual needs. The ELSA will be responsible for implementing these activities, reviewing progress and evaluation impact in liaison with the Inclusion Lead, Heads of Year, LSMs as well as working alongside teaching staff, parents and carers.

Main responsibilities and duties:

- Plan and deliver individualised programmes of support for children to develop their emotional literacy, including:
 - Awareness of own and other people's emotions
 - Development of an increased range of emotional vocabulary
 - Management of stress, grief, anxiety, anger and conflict
 - Development of social interaction and friendship skills
 - Promotion of a realistic self-concept and good self-esteem
 - 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 students inside and outside the classroom to enable them to fully participate in activities, supporting students with emotional or behavioural problems 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
- Liaise with the safeguarding team and keep them informed of any developments that may impact the student's safety

PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.