



DISCOVERY PRIMARY ACADEMY



ELSA JOB DESCRIPTION

- Job Title:** Qualified ELSA (with an interest in becoming an Assistant SENCO focusing primarily on Early Years)
- Grade:** Grade 6 (with a 1-year RR for gaining The Early Years Level 3 SENCo Qualification)
- Purpose of Job:** To support the emotional wellbeing, mental health, and social development of pupils, helping them to understand and manage their emotions, build positive relationships, and develop resilience so they are ready to learn and thrive within the academy environment.

Key Responsibilities:

Emotional & Pastoral Support

- Deliver targeted emotional literacy interventions (1:1 and small group) under the guidance of the SENCo.
- Support pupils with emotional regulation, self-esteem, friendships, anxiety, and behaviour linked to emotional need.
- Create a safe, nurturing, and inclusive environment where children feel heard, valued, and supported.
- Use therapeutic tools such as emotion cards, stories, games, mindfulness, and play-based approaches.
- Monitor pupils' emotional progress and provide feedback to teachers and senior staff.

Specific Responsibilities

- Working with the SENCo, to lead the planning, implementation and review of SEND provision across EYFS and into year 1.
- Ensure early identification of needs and timely, evidence-informed interventions.
- Support staff to adapt curriculum delivery so all children can access high-quality learning experiences.
- Monitor progress of children with SEND, ensuring gaps are identified and addressed promptly.
- Ensure provision maps and support plans reflect ambitious outcomes for all learners.
- Assist the SENCo by completing referrals and paperwork relating to statutory processes, within the wider school, as well as EYFS.
- Assist the SENCo by meeting with outside professionals and parents, within the wider school, as well as EYFS.
- Work collaboratively with the academy SENCo to ensure compliance with the SEND Code of Practice.
- Support on EHCP applications, reviews, and statutory processes.
- Maintain accurate, up-to-date records and documentation on Edukey

Supporting the Academy

- Be aware of and comply with, policies and procedures, e.g. child protection, internet safety, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Accompany staff and pupils on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.

Classroom Support

- Work alongside teachers to support learning, behaviour, and engagement in the classroom.
- Support pupils with additional needs to access the curriculum effectively.
- Promote positive behaviour and reinforce school values.

Safeguarding & Wellbeing

- Observe, record, and report concerns relating to pupils' emotional wellbeing or safeguarding.
- Maintain confidentiality and follow safeguarding, child protection, and behaviour policies at all times.
- Build trusting relationships with pupils while maintaining professional boundaries.

Collaboration & Communication

- Work closely with teachers, SENCo and leadership teams.
- Communicate effectively with parents/carers when appropriate, following school protocols.
- Contribute to review meetings, reports, and support plans as required.

Professional Responsibilities

- Engage in ongoing professional development, including SENCo qualification and ELSA training.
- Contribute to whole-school priorities and continuous improvement.
- Support transition into Year 1, ensuring continuity of provision and support.
- Always maintain confidentiality and professional boundaries.

Variation Clause:

- This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Headteacher in consultation with the post holder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the consistent with funding.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.

Signed:

Print Name:

Date:.....