



JOB DESCRIPTION

Post Title: ELSA

Responsible to: SENCO/Headteacher

Pay Scale: Grade 6

Hours: 6 hours per week

Weeks of work: 39 weeks (term time only plus INSET days)

Permanent/Temporary: Fixed term until 31 August 2027

Responsibilities:

The role requires the ELSA to:

- attend training days
- have some understanding of trauma informed school's approach
- 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, anger and conflict
 - development of social interaction skills
 - development of the ability to initiate and maintain friendships
 - promotion of a realistic self-concept and good self-esteem
- plan and deliver programmes of support to small groups of children to develop social and friendship skills
- write succinct session plans and add subsequent evaluative comments
- liaise with teachers and other support assistants about the needs and progress of children receiving support
- share knowledge and ideas from training/supervision sessions with other school staff as appropriate
- meet regularly with SENDCO to review ELSA work

- work within own competencies and level of development, under the guidance of the line manager
- liaise with parents in line with school policy
 - Work closely with the SENDCO and other outside agencies.

Person Specification

Post Title: ELSA

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • Hold a recognised Emotional Literacy Support Assistant (ELSA) qualification and engage in regular supervision and continued professional development to maintain effective practice.	• Further education, e.g. A-levels or undergraduate degree
Relevant experience and knowledge	• Experience working in a school environment or other educational setting • Experience working with children /young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs) • Experience supporting and working with parents of young people • Experience working with colleagues and external stakeholders (e.g. from external agencies) • Experience of keeping good written records • Knowledge of the barriers to learning that pupils may face • Knowledge of available support services in the local area	• Experience of school attendance.
Relevant skills and aptitudes	• Good listening skills • Effective written and verbal communication skills • Good IT skills • Tailoring plans and interventions to individual pupils • Ability to create good relationships with children, staff, parents and external agencies	• Previous experience of using Bromcom or another MIS.

	• Safeguarding of children and young people	
Personal qualities	• Patient and calm • Wants to provide the best possible opportunities for all pupils • Organised, good time management skills, proactive and self-motivated • Upholds and promotes the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintains confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion	
Other	• An awareness of responsibilities for health and safety of themselves and others • Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment • A commitment to safeguarding children	• A willingness to support the wider life of the school