



## JOB DESCRIPTION

*The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**Job Title:** ELSA

**Grade:** Grade 6

**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 school environment.

### Key Responsibilities:

#### Emotional & Pastoral Support

- Deliver targeted emotional literacy interventions (1:1 and small group) under the guidance of the SENCo or pastoral team.
- 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.

#### 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, pastoral staff, 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 relevant training, including emotional literacy and mental health support.
- Reflect on practice and seek guidance when needed.
- Support the wider life of the school, including events and enrichment activities.
- Be part of the team, supporting with break and lunchtime provisions on offer.

### Variation Clause:

1. 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

2. 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 post consistent with funding.

The school 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:.....