

Greenfield Primary School

School/College:

Job Title: Emotional Literacy Support Assistant (ELSA)

Grade: 5 - 6

Post Number:

Responsible To: Executive Head teacher

Key Relationships/ SENCO, Teaching and support staff

Liaison with:

Job Purpose:

An ELSA will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities working with pupils with SEND, attachment and trauma issues, in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils.

Occupational Standards:

Emotional Literacy Support Assistant (ELSA) Certification and ongoing accreditation

MAIN DUTIES AND RESPONSIBILITIES:

1. To work with individual children or with groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life as identified by the class teacher or any other significant adult.
2. To establish, develop and maintain a space in school for ELSA/intervention work to be carried out.
3. To establish supportive, caring and secure relationships with children, and be available to offer individual support and someone for a child to talk to.
4. To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop children's emotional literacy skills and emotional well-being.
5. To implement and review intervention programmes/targets designed by Educational Psychologist, teachers, SENCO and/or other professionals as required.
6. 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.
7. To liaise, and maintain good working relationships with other staff, parents, outside agencies etc.as required.
8. To contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers.
9. To liaise with the class teacher and SENCO in the identification and targeting of children with emotional and behavioural problems.
10. To liaise with teachers in the preparation of PEPs and subsequent reviews (emotional and behavioural) for identified children.

11. To maintain ELSA accreditation by attendance at regular ELSA supervision sessions by an Educational Psychologist and any other meetings/training required.
12. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special schools).
13. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special schools).
14. To contribute to the provision of support for bilingual / multilingual pupils if required.
15. To provide toileting support to pupils as necessary.
16. To support, as appropriate, in instances where pupils are unwell whilst at the school.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

School/College: Greenfield Primary School

Job Title: Learning Support Assistant (LSA)

Grade: 5 - 6

Post Number:

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • ELSA certification • NVQ 2 in Supporting Teaching and Learning, or equivalent <p>OR</p> <p>Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.</p> <ul style="list-style-type: none"> • Level 2 qualifications in maths/numeracy and English/literacy 		✓	App/Doc
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of supporting teaching and learning in a formal setting • Experience of Early Years Foundation Stage (EYFS) 	✓	✓	App/Int/ Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to work effectively as part of a team. • 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> • Attendance - evidence of regular attendance at work. 	✓		App/Ref/ Med

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995 (Equal opportunities Act 2010)</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)