

**Job Description:** ELSA (Emotional literacy support assistant)

**Post:** ELSA

**Responsible to:** Inclusion Leader

**Responsible for:** Supporting the school with its responsibility for the development and education of children with special needs. To use routine supervision and care skills to support pupils (especially those who have physical, emotional or educational needs).

**Salary:** Grade 5 (£17,681 - £18,672 FTE)

### **Introduction**

This job description should be read in conjunction with the current support staff pay and conditions document.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the headteacher; and the headteacher, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually as part of the appraisal process. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work and the Dignity at Work Policies.

### **General duties**

Under the direction and supervision of the Educational Psychologist and Senior Leadership Team:

- With support, plans programmes of work to support children in learning specific new skills or coping strategies.
- Follow any school programmes
- Undertake all relevant training
- Helps children learn to understand their emotions and respect the feelings of those around them.
- Sets clear programme aims (SMART targets) alongside teachers.
- Creates and maintains a climate of acceptance and easy communication.
- Discusses with, and reports back to the teacher and Senior Leadership Team on the planning and assessment of groups and individuals.
- Organises and maintains the learning environment.

## Person criteria

- Good level of written and spoken English.
- Numerate.
- Resilient
- Basic IT skills.
- Understanding of emotional literacy.
- Able to follow instructions and use own initiative where required
- Able to plan and prioritise regular and irregular tasks.
- Able to clarify and explain instructions to pupils.
- Able to communicate effectively with pupils.
- Able to motivate pupils to learn, using lively and interesting resources.
- Able to assist with the organisation of the learning environment.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.