

## **GENERIC JOB DESCRIPTION**

POST TITLE: Emotional Literacy Support Assistant (ELSA)

POST NO:

GRADE:

CONTRACTUAL  
ARRANGEMENTS:

ACCOUNTABLE TO: SENCo

### **PURPOSE OF THE JOB**

- To support children with emotional and behavioural difficulties to enable them to effectively access the curriculum
- To support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills

### **KEY ACCOUNTABILITIES**

1. To work with individuals or groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life;
2. To establish supportive, caring and secure relationships with children, and to be available to offer individual support and someone for a child to talk to;
3. 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;
4. To implement and review intervention programmes designed by Educational Psychologists and teachers;
5. To create, develop and produce resources for use with intervention programmes, as appropriate;
6. To liaise with the relevant cluster school/s to support the transition process for identified children;

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7. To ensure that all records and case notes are kept up to date, distributed and filed in accordance with the school's procedures, and that appropriate levels of confidentiality are maintained;
8. To liaise, and maintain good working relationships with other staff, parents, outside agencies etc as required;
9. To promote respect, self-esteem and a positive, inclusive ethos for all children and adults throughout the school;
10. To contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers;
11. To provide welfare support to the children, including administering First Aid (dependant on training) and attending to personal hygiene and identified medical needs as required;
12. To assist with general school duties, which may include:
  - a. Setting up classrooms, preparing resources and displays and tidying and clearing away
  - b. Supervision of children during playtimes
  - c. Supervision of children entering or leaving school premises

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

### **OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.