**Job Description – Emotional Literacy Support Assistant**

Post : Emotional Literacy Support Assistant (ELSA)

Line Managed By : SENCo

Line Manager of : None

Salary : Band 5, point 17 to 21

**Job Purpose**  
   
To work across the school team and ensure that within their own work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* Under the direction of the SENCO or designated manager, to provide emotional support for pupils who are experiencing difficulties.
* To ensure that vulnerable pupils in school are identified and systems are put in place to enable them to reach their academic and personal potential.
* To provide key worker services to vulnerable pupils, particularly those at risk of suspension, those with social, emotional or behavioural difficulties, children in care, and those at risk of harm/abuse.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**   
All team members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
* support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "pupil focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the team leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual pupils is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;

1. Undertaking duties before, during and after the school session
2. Engaging with pupils positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable pupils" and strategies to support them

**Specific Duties**

* Under the direction of the SENCo, plan and deliver a programme of regular 1-to-1 or small group sessions to build pupils’ independence, confidence and resilience;
* Work as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills;
* Set clear programme aims (SMART targets) for the pupils to work on and monitor their progress during the programme;
* Help pupils learn to understand their emotions and respect the feelings of those around them;
* Create and maintain a climate of acceptance and easy communication;
* Discuss with and report back to the SENCo or other designated manager on the progress and assessment of groups and individual pupils;
* Maintain accurate records of the support provided and liaise with other professionals in and out of school;
* Liaise with parents about the support available from the school;
* Develop positive working relationships and communication with hard to reach families;
* Represent the school at multi-agency meetings as required;
* Maintain confidentially inside and outside the school;
* Undergo regular supervision session;
* Produce resources and teaching materials to support the Emotional Literacy sessions;
* Be involved in extra-curricular activities, supervising after school activity clubs;
* Report pupil and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.
* Attend meetings and training sessions as required;

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.