

JOB DESCRIPTION / PERSON SPECIFICATION

Job Title	Emotional Literacy Support Assistant	Hours	25 hours per week – 5 hours per day negotiable between 8.30am – 3.15pm
Grade	KR5	Working pattern	38 weeks per year (plus one INSET week)
Reports to	Class teacher, SLT		
Dress	Smart Dress	Supervises	None

Job Outline	<p>The ELSA will be working in partnership with the Inclusion Leader and Welfare Officer to identify children in need of emotional support and to plan interventions which will support this.</p> <p>To assist in the implementation of the wellbeing curriculum across the school with identified individuals and groups of children.</p> <p>To liaise with a range of people including parents/carers and relevant services, under the guidance of the Welfare Officer.</p> <p>To assist in the development and implementation of wellbeing support plans.</p> <p>To assist in the monitoring and evaluation of children’s progress against provision plans through observation and planned recording and to provide objective and accurate feedback as required.</p> <p>To manage accurate records of intervention, in order to demonstrate the impact of the interventions and the efficacy of the service provided.</p>
--------------------	--

Other Specific Duties

- To deliver a range of emotional support packages and interventions to pupils under the guidance of the Welfare Officer and Inclusion Leader.
- To offer advice and support to pupils, parents and staff on meeting a child’s emotional needs.
- To continue personal development in the relevant area. This is a non-class based role working alongside our Welfare Officer and Inclusion Leader.
- To participate in the staff review and development appraisal process.
- To provide targeted support over lunchtimes/breaktimes to identified children.
- Using praise, commentary and careful questioning to encourage the pupils to concentrate and remain on task.
- Consistently and effectively implement agreed behaviour management strategies, in conjunction with the academy’s Behaviour Policy.

- To help make, use and maintain resources to support the pupils learning and emotional development.
- Participate in ensuring the provision of a safe and stimulating learning environment.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem.
- To support the children in developing social skills both in and out of the classroom.
- To provide regular feedback on the pupils learning and behaviour to the class teacher.
- Where appropriate to know and apply positive handling techniques.
- To contribute towards reviews of the pupils' progress as appropriate.
- Work as a member of a team in the development, planning and evaluation of a full and balanced range of activities which meet the emotional needs of the pupils
- Be flexible within the working practices of the academy. Be prepared to help where needed. This could include undertaking certain domestic jobs, for example with the preparation of snack meals, cleaning of equipment, etc.
- Participate in professional discussion and meetings with staff and others as necessary
- Participate at the end of the session in general clearing and tidying up.
- Share in making decisions and recommendations about practice, routines and use of space to maximise the potential of the academy experience for every pupil.
- Work alongside, supporting and guiding other staff, work experience, teaching students and volunteers, placed in the class as required by the Headteacher.
- Participate in the general life of the academy (assemblies, parents' meetings, outings etc).
- To maintain the confidentiality of the pupils and the academy both inside and outside the workplace.
- May be required to carry out some basic medical procedures for which training would be given.
- Welcome and work closely with parents in association with the Welfare Officer and Inclusion Leader.
- Support the academy's policy on parental participation.
- All Learning Assistants are expected to take their share of supervisory duties at break and lunch time, both indoors and outdoors.
- In emergencies, liaising with senior staff and medical professionals.
- Assist pupils to acquire and develop self-help skills, according to the pupil's age and individual needs duties may include toileting and changing as the need arises.
- Pay particular attention to new admissions and helping children to settle in the transitional period.
- Support the development of linguistic skills in pupils from a wide range of backgrounds
- Understand the varying cultural backgrounds of the pupils and ensuring these are reflected in the activities and materials in the class.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Kent Safeguarding Children's Board and the academy's safeguarding policy.

GENERAL STATEMENTS

- Carry out all reasonable duties and responsibilities of the post in accordance with the academy's policies and procedures and standing orders
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Any outside activities, either paid or unpaid, must not in the view of the academy conflict with or react detrimentally to the academy's interest, or in any way weaken public confidence in the conduct of the academy's business
- Undergo and meet the academy's conditions for a satisfactory enhanced DBS check

- Enactment of Health and Safety requirements and initiatives as appropriate
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through academy policies and procedures
- Must be aware of the responsibilities under the Data Protection Act/GDPR for the security, accuracy and relevance of information held and maintained
- Treat all information acquired through your employment, both formally and informally, in strict confidence
- Participate in training to be able to demonstrate competence.
- Participate in first aid training as required.

WHOLE ACADEMY RESPONSIBILITIES

- Contribute as an effective and collaborative member of the academy team.
- Seek out opportunities to develop your own skills and expertise to support your role as an Emotional Literacy Support Assistant
- Participate in training and implement newly learnt skills, knowledge and expertise to develop your role within the academy.
- Participate in the on-going development of the academy Action and Improvement Plans
- Contribute in meetings and be a supportive member of the academy team.

ACCOUNTABILITY

- Temple Grove Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but is reasonable within the remit of the duties and responsibilities, and to carry out this work from time to time as directed by the Headteacher.

PERSON SPECIFICATION / SKILLS

Job Title: Learning Assistant		
	Essential	Desirable
Education and Training		
Good General Education including English and Maths GCSEs	✓	
NVQ Level 3 Teaching Assistant/Supporting Teaching and Learning in Schools or equivalent	✓	
ELSA Qualification or equivalent	✓	
First Aid Certificate		✓
Experience and Skills		
Experience of working with children and young people	✓	
Good understanding of the National Curriculum.	✓	
Experience of working and a good understanding of in a particular area EYFS/KS1/KS2.		✓

Excellent numeracy and literacy skills	✓	
Excellent interpersonal skills working within Nurture Groups	✓	
Understanding of behaviour management strategies	✓	
Basic IT Skills	✓	
Ability to work independently	✓	
Ability to maintain records and pupil files	✓	
Ability to recognise and understand different learning needs	✓	
Ability/experience in thinking through and implementing strategies to enhance pupil learning	✓	
Ability to organise classroom activities e.g. preparing and setting out resources and implementing strategies for Teaching and Learning	✓	
Ability to use a variety of strategies to engage pupils and support them in their learning	✓	
Ability to communicate effectively with parents and pupils with different cultural, physical and social needs	✓	
Ability to deal with accidents or emergencies, following appropriate protocols, in a calm manner	✓	
Work constructively as part of a team, both in the classroom and more broadly across the academy	✓	
Personal Attributes/Special Conditions		
Passionate and motivated to positively change the lives of children	✓	
An effective communicator / standard spoken English	✓	
Ability to use appropriate strategies of authority and for maintaining discipline	✓	
Ability to remain professional and maintain confidentiality at all times	✓	
Good time management	✓	
Trustworthy and approachable	✓	
Ability to use own initiative and work flexibly	✓	
Ability to work in partnership with parents and teachers	✓	
An understanding of and a genuine commitment to Equal Opportunities	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the academy's Safeguarding and Child Protection Policy and the academy's Code of Conduct	✓	

The post holder may be required to work outside of the normal academy hours on occasion, with due notice.	✓	
---	---	--

Safeguarding

Temple Grove Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to undergo an enhanced DBS disclosure. Individuals on the ISA barred list should not apply.