



### **JOB DESCRIPTION**

<b>Post title:</b>	<b>Emotional Literacy Support Assistant (ELSA)</b>
<b>Responsible to:</b>	<b>Welfare and Attendance Manager/Assistant Headteacher for Inclusion</b>
<b>Grade:</b>	<b>Grade 7 SCP 8 FTE £25,992</b>
	<b>£7,273.98 /10,910.96 (actual annual salary depending on hours)</b>
<b>Hours:</b>	<b>12 or 18 hours per week Term time only including INSET days</b>
	<b>8.30am – 3.00pm</b>

#### **ROLE**

To work with the Assistant Headteacher for Safeguarding, Inclusion and Transition, the Mental Health Support Worker, Learning Support Manager, Pastoral Leads and 6<sup>th</sup> Form Heads of Year to deliver high-quality provision for emotional health and wellbeing. To provide support in addressing the emotional needs of students who require help to overcome these barriers to learning in order to achieve their full potential. Supporting students to self-regulate and understand (and respond to) the functions of behaviour.

#### **MAIN RESPONSIBILITIES AND DUTIES**

- Provide support for students who have difficulties regulating their emotions.
- Developing and running programmes of support around friendships, anger management, anxiety and exam stress.
- Running 1:1 and small group interventions for our most vulnerable students.
- Maintain accurate and timely recording of provision and intervention for students.
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance.
- Challenge and motivate students, promote and reinforce self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.
- Monitor and evaluate student's responses and progress against behaviour/learning plans through observation and planned recording.
- Use specialist skills to support students, fostering independence and/or social skills.
- Liaise with and establish constructive relationships with outside agencies and parents as necessary.
- To make referrals to CAMHS or Social Care when required.
- To represent Highcliffe School at Social Care Strategy meetings where working closely with the student concerned.
- Maintain prompt and effective communication with parents/carers where necessary.
- To keep up to date with resources and developments in wellbeing and to share these with key staff.
- Proactively and effectively promoting the safeguarding of students. To work with victims of bullying, perpetrators and bystanders – restorative work and interventions
- To ensure students know how they will be supported if they are a victim of bullying

#### **Administration**

- Maintain accurate and effective records and files at all times.
- Ensure compliance with GDPR legislation.
- Undertake other specific administrative tasks to a high standard
- To ensure a safe and secure working environment where Health and Safety guidelines are adhered to

**Professional Development**

- Participate in the internal monitoring and evaluation arrangements of Learning Support effectiveness in relation to wellbeing provision
- Take responsibility for one's own professional development
- Attend 4 out of a possible 6 supervision sessions each academic year with an Educational Psychologist.

**Other Duties**

- To be aware of confidentiality issues linked to student/home/staff/school
- Undertake such other duties as reasonably required by the Headteacher.

**Equal Opportunities**

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the School's equal opportunities policies.

**Safeguarding**

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the School's Safeguarding policies and the latest guidelines and regulations

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

**May 2025**