



# Ash Manor School

## Aspire and Achieve



### JOB DESCRIPTION

#### CONTRACTUAL DETAILS

Post Title:	Emotional Literacy Support Assistant (ELSA)
Grade:	Surrey Pay Scale 6
Line managed by:	Inclusion Manager
Line management of:	No line management responsibilities

#### ROLE PURPOSE

*This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.*

- ❖ To provide targeted emotional support to students to improve their identified area of need
- ❖ To contribute to the attainment and progress of selected students
- ❖ Comply with policy and assist with issues relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

#### CORE ACCOUNTABILITIES & ABILITY STATEMENTS

##### Measurable outcomes

- ❖ Improvements in student progress whilst in, and following, intervention
- ❖ Records of intervention showing pre and post-intervention data

##### Main responsibilities

- ❖ Plan and lead sessions surrounding emotional literacy support
- ❖ Monitor progress and record intervention
- ❖ Be proactive in identifying students, working alongside the Inclusion Manager and Inclusion team to ensure that those students who need it most receive emotional literacy support
- ❖ Attend student meetings as appropriate and directed by Inclusion Manager
- ❖ Report progress and impact of interventions to the Inclusion Manager
- ❖ Distribute ELSA student timetable to relevant staff and record in SIMs
- ❖ Liaise with other members of staff in regards to students in intervention, when appropriate

##### Monitoring

- ❖ Termly performance management by Inclusion Manager/Assistant Headteacher
- ❖ Regular supervision with School Therapist
- ❖ Attend half-termly ELSA supervision sessions

**Corporate & statutory initiatives – equalities/health & safety**

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Attend relevant meetings
- ❖ Attend training

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....

Signed by Headteacher: ..... Date: .....