

JOB DESCRIPTION

Job Title:	Emotional Literacy Support Assistant
Grade:	Grade 5 (SCP 17-24)
Reports to:	Associate AHT (SEND)
Responsible for (staff):	N/A
Main purpose of the Role	
To work with individual students or small groups to develop their emotional literacy skills. To provide support for students with behavioural and SEMH needs.	
Core Responsibilities & Tasks	
<ol style="list-style-type: none"> 1. To work with individual children or in groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life as identified by key staff. 2. 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. 3. To ensure that all records are kept up to date, distributed and filed in accordance with the school's procedures, and that appropriate levels of confidentiality are maintained. 4. To liaise with, and maintain good working relationships with other staff, parents, outside agencies etc. 5. 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. 6. To liaise with the pastoral staff and SENCO in the identification and targeting of children with emotional and behavioural problems. 7. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life. 8. Liaise with the appropriate people to resolve any identified issues in a timely manner. 9. To work within own competencies and level of development, under the guidance of the line manager. 10. To liaise with the relevant school/s to support the transition process for identified children. 11. To liaise with Senior Leaders as appropriate. 12. Work with the SENCO, MH Lead and DHT to measure the impact of the intervention. Ensure an appropriate impact measurement process is implemented across work undertaken. 13. Collect, collate and present data and information regarding the work of the ELSA, the young people supported and the impact of the support. Ensure the voice of the young people supported is captured. 14. They produce a regular formal report for the Headteacher analysing student numbers / groups with an accompanying narrative summarising main observations and recommended next steps. 	
Corporate Responsibilities	

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To continuously develop professional practice and keep up to date with all relevant policy developments.
- To plan, monitor and review health and safety within areas of personal control.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

This job description sets out the main duties of the post

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.
- The Academy of St Francis of Assisi is a member of The Liverpool Joint Catholic and Church of England Academies Trust. The Trust is an equal opportunities employer.

Staff benefits:

All Saints Multi Academy Trust is committed to investing in all its employees and is committed to encouraging positive working environments:

- Promote the physical and mental health and wellbeing of our staff.
- Working with SMART Clinic we offer a range of health and well-being benefits, including:
- Physiotherapy Stress coaching Virtual GP support Counselling
- Eye care
- Annual flu jabs
- Anxiety management 24/7 employee helpline Cycle to Work Scheme

PERSON SPECIFICATION

Assessed by:

No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs A* - C or 9-5 (or equivalent)	E	X	
2.	ESLA qualification	D	X	
3.	Willingness to undertake the ESLA qualification	E	X	X
EXPERIENCE				
4.	Proven experience of working with children and young people and their families, including children at risk of exploitation, within the community.	E	X	X
5.	Experience in working with young people who present challenging behaviours in an education setting or a social care setting.	E	X	X
6.	Experience working with young people with SEN specifically SEMH.	E	X	X
7.	Able to demonstrate substantial and successful experience of inclusive practice.	E	X	X
8	Proven experience of effective collaborative working and stakeholder engagement.	E	X	X
9.	Experience of designing and delivering one-to-one support sessions for young people.			
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Up to date knowledge in behaviour management including national policy, behaviour management strategies, inspection findings and statutory requirements.	E	X	X
11.	Knowledge and understanding of key partnerships and processes that meet the needs of children and young people.	D	X	X
12.	Excellent interpersonal and communication skills.	E	X	X
13.	Well-developed mentoring skills.	D	X	X
14.	The ability to develop, maintain and nurture positive professional relationships and work effectively with staff of varying experience.	E	X	X
15.	Ability to use ICT confidently to communicate, review data and present information to others.	E	X	X
PERSONAL QUALITIES				
16.	An inspiring candidate with personal drive and tenacity to motivate, empower and support individuals.	E	X	X

17.	Energetic and enthusiastic along with being action and solution focussed.	E	X	X
18.	Highly organised, literate and articulate.	E	X	X
19.	Clear understanding of the complex needs of safeguarding.	E	X	X
20.	A strong belief in the value of education in changing lives.	E	X	X
21.	Highly resilient and determined in the face of challenges.	E	X	X
22.	A passionate belief in the school's mission.	E	X	X
23.	A strong commitment to the Academy's values of 'Respect, Ambition and Pride'.	E	X	X
24.	A strong commitment to supporting and promoting safeguarding, equality and diversity.	E	X	X
25.	Sympathetic to and supportive of the values and ethos of the Multi-Academy Trust.	E	X	X

Emotional Literacy Support Assistant

Grade 5

Salary £ -£ pa

40 hours per week for 39 weeks per year,

Permanent

ELSAs work with pupils individually, or in small groups if appropriate, to develop their emotional literacy skills. ELSAs are trained to support pupils in the following ways: managing emotions including anger and anxiety; social and friendship skills; loss, bereavement and family break up; active listening and reflective conversation skills.

The role of ELSAs is to guide 'helping conversations', where they help young people to explore possible strategies and solutions for themselves. Pre-intervention tools are used to identify individual needs and set aims. Using activities and/or games, the pupil is supported to develop new skills and coping strategies.

The ELSA qualification is essential. Applicants must also have experience of working with young people and designing and delivering relevant support.

Further information and an application pack can be obtained by visiting the website [All Saints Academy Trust \(allsaintsmat.org\)](http://allsaintsmat.org). Completed application packs should be returned to recruitment@allsaintsmat.org

Applications can be sent to the HR Department, Trust Head Office, The Academy of St Francis of Assisi, Gardner's Drive, Liverpool, L6 7UR

Closing date for applications:

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.