



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Emotional Literacy Support Assistant (Funded through SAFE Project)</b> <b>Fixed term</b>
<b>Grade:</b>	<b>Grade 5 (SCP 17-24)</b>
<b>Reports to:</b>	<b>ESL Supervisor</b>
<b>Responsible for (staff):</b>	
<b>Main purpose of the Role</b>	
To work with individual students or small groups to develop their emotional literacy skills.	
<b>Core Responsibilities &amp; Tasks</b>	
<ol style="list-style-type: none"><li>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 the class teacher or any other significant adult.</li><li>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.</li><li>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.</li><li>4. To liaise with, and maintain good working relationships with other staff, parents, outside agencies etc.</li><li>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.</li><li>6. To liaise with the class teacher and SENCO in the identification and targeting of children with emotional and behavioural problems.</li><li>7. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.</li><li>8. Ensure schools are fully aware of their responsibilities in relation to the ELSA role in school and the requirements of the SAFE project.</li><li>9. Liaise with the appropriate people to resolve any identified issues in a timely manner.</li><li>10. To work within own competencies and level of development, under the guidance of the line manager.</li><li>11. To liaise with the relevant school/s to support the transition process for identified children.</li><li>12. To liaise with Senior Leaders as appropriate.</li><li>13. Work with the LCC Educational Psychology Service ELSA lead and other ELSAs to identify the most appropriate tool to measure impact of the intervention. Ensure an appropriate impact measurement process is implemented across the programme.</li><li>14. Collect, collate and present data and information regarding the work of the ELSAs, the young people supported and the impact of the support to the SAFE project team and SAFE Taskforce. Ensure the voice of the young people supported is captured.</li><li>15. Provide evaluation data to RAND Europe (external SAFE evaluator) and DfE as requested and via the SAFE project team.</li></ol>	

16. Liaise with identified lead person in each school to monitor the delivery and impact of the intervention from a school's point of view. Ensure this is recorded and shared with the SAFE project team and others as appropriate.

### **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 pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date

### **Additional Notes**

- 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 with barred list check will be requested on successful application to a position at the Trust