

ELSA Person Specification and Job Description

Person Specification

The ideal potential ELSA:

- has a warm personality and is able to stay calm under pressure
- demonstrates good interpersonal skills with children and adults
- is able to gain the confidence of children who are behaviourally challenging or socially withdrawn
- enjoys learning
- is able to work independently and show initiative
- has good time management and organisational skills
- is able to plan programmes of support that incorporate variety, interest and pace
- is able to keep succinct records of involvement.

Job Description

The role requires the ELSA to:

- attend training days and group supervision sessions led by the Educational Psychology Service
- travelling to face to face group supervision sessions led by Educational Psychologist
- plan and deliver individualised programmes of support for children to develop their emotional literacy, including:
 - awareness of own and other people's emotions
 - development of an increased range of emotional vocabulary
 - management of stress, grief, anger and conflict
 - development of social interaction skills
 - development of the ability to initiate and maintain friendships
 - promotion of a realistic self-concept and good self-esteem
- plan and deliver programmes of support to small groups of children to develop social and friendship skills
- write succinct session plans and add subsequent evaluative comments
- liaise with teachers and other support assistants about the needs and progress of children receiving support
- share knowledge and ideas from training/supervision sessions with other school staff as appropriate
- meet regularly with line manager to review ELSA work
- work within own competencies and level of development, under the guidance of the line manager
- liaise with parents in line with school policy.
- co-work alongside other ELSA colleagues within the school (if in post)