

**BRACKNELL FOREST COUNCIL****JOB DESCRIPTION**

Job Title: Emotional Literacy Support Advisor (ELSA)/Teaching Assistant	Section/Location: Support Staff
School: St Michael's Easthampstead	Grade/Salary Range: BG-J SCP 3-6
TL2	Working Pattern: Mon-Fri 8.30am to 3.30pm

**JOB PURPOSE**

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan

To develop good relationships with children, encouraging them to participate in activities designed to develop their emotional literacy and mental well-being.

To be inclusive and proactive in identifying the particular needs of individuals or groups of children and to provide support in meeting those needs.

**DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE**

Reporting to SLT.

**MAIN DUTIES AND RESPONSIBILITIES**

Key duties (TA):

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Assist in the development of individual development plans for pupils (such as Individual educational plans)
10. Support the work of volunteers and other teaching assistants in the classroom
11. Support the use of ICT in the curriculum
12. Invigilate exams and tests
13. Assist in escorting and supervising pupils on educational visits and out of school activities Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
14. Support children's learning through play
15. Support pupils in developing and implementing their own personal and social development
16. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
17. Monitor and manage stock and supplies for the classroom.
18. Actively support the schools equal opportunity policies and ensure that all pupils have

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- an equal access to opportunities to learn and develop.
19. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
  20. Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
  21. Undertake a break duty once a week
  22. Undertake a daily lunch duty
  23. Undertake any other similar duties as required.

### Key Duties (ELSA)

24. Plan, prepare and deliver ELSA sessions to individuals and groups of children as agreed with parents and SLT.
25. Assess, record and report on development and progress in emotional literacy and wellbeing to staff and parents.
26. To work with parents and staff to identify the specific programmes to be delivered through analysis of need.
27. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
28. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
29. Provide pastoral care more widely to pupils
30. To continue to explore new resources or training to enhance the provision.

Such other duties as may from time to time be necessary, compatible with the nature of the post.

### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

Under direction the postholder will be responsible for the management of classroom resources the replenishment of materials, setting up of the classroom and ensuring the safety of the teaching environment.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL  
PERSON SPECIFICATION**

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School: St Michael's Easthampstead	Grade/Salary Range: BG-J SCP 3-6

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	<p>ELSA standard or equivalent qualification or experience.</p> <p>Training in relevant strategies e.g. behaviour support, inclusion, therapeutic approaches</p>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of working with or caring for children in a learning environment</p> <p>Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes.</p> <p>Knowledge of relevant policies and legislation.</p> <p>Able to deal with personal/hygiene needs of children and respond sensitively to pupils needs.</p> <p>Able to prepare and display necessary teaching/learning resources and materials.</p> <p>Able to use ICT to support learning and complete school administrative tasks.</p> <p>Able to relate to and communicate well with children and adults, motivate pupils to learn and respond sensitively and flexibly to children's competing demands</p> <p>Ability to undertake general administrative tasks</p> <p>Able to work constructively individually and as part of a team, understand roles and responsibilities and work effectively with teaching staff.</p>	

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	<p>Able to deliver ELSA programmes and activities to a variety of groups of pupils, evaluate, implement, monitor, assess, record and report on strategies to enhance wellbeing.</p> <p>Able to work with pupils within an agreed behaviour management policy.</p> <p>Experience of dealing with parents and carers.</p>	
<b>Work-related Personal Requirements</b>	<p>Commitment to equality of opportunity</p> <p>Commitment to continuing professional development.</p>	
<b>Other Work Requirements</b>	<p>Suitability to work with children.</p>	