



DRAFT JOB DESCRIPTION

JOB TITLE:	ELSA Emotional Literacy Support Assistant
GRADE/ ROLE PROFILE REF:	Grade D
WORKING HOURS:	39 weeks; 37 hours per week
TIMES WORKED:	8.00am – 4.00pm Monday to Friday
BASE:	Student Hub

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Assistant Headteacher - Pastoral

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses will be required as part of professional updating.

JOB PURPOSE

To support the emotional and social development of students through targeted interventions and one-to-one or small group support. The ELSA will work closely with the Pastoral Team, SEND department and teaching staff to enable students to achieve their potential by developing their emotional literacy.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Emotional Literacy Support (ELSA) Provision:
- To plan and deliver high-quality 1:1 and small group ELSA sessions addressing areas such as anxiety, self-esteem, anger management, friendship issues, bereavement, social skills and emotions, and Forest School sessions.
- Use evidence-informed strategies and resources to promote emotional wellbeing and resilience.
- Ensure that referrals accepted all have SMART targets attached so that accurate assessments of all
- ELSA interventions can be completed.
- Provide relaxation techniques and coping strategies for students and communicate these with relevant teaching staff.
- Develop personalised programmes to support students' social and emotional needs.
- Keep detailed, confidential records of interventions, student progress, and next steps.

- Attend half termly ELSA supervision.
- Liaise with parents/carers, teachers, and external agencies where appropriate to support consistent strategies for students.
- Assist ASCEND with early morning arrivals and supporting EBSA students.
- To provide ELSA drop in sessions during break and / or lunch times.
- To provide wellbeing activity clubs after school e.g mindfulness, relaxation
- Maintain accurate records for both individual and group ELSA sessions.
- To be aware of our disadvantaged students and provide mentoring when possible.
- To record intervention sessions booked on relevant systems and ensure records are kept up to date.
- Where appropriate attend relevant briefing meetings (e.g. safeguarding, SEND, pastoral) to provide updates and insights.
- To attend line management meetings with AHT/SLPP.
- Provide relevant data on the ELSA provision.
- Contribute to whole-school wellbeing initiatives and awareness events e.g.transition events, children's mental health week, Anti Bullying Week
- To attend events with parents / students to promote Emotional Literacy support available at school events including Induction evening, coffee mornings etc.
- To support staff by sharing strategies to manage and respond to students' emotional needs in the classroom.
- To keep up-to-date safeguarding training and report concerns following the school's Child Protection Policy.
- Participate in relevant training and CPD opportunities to maintain and enhance knowledge and skills.
- Demonstrate and promote high standards of professional behaviour, punctuality, and reliability.
- Respect confidentiality at all times, within safeguarding guidelines.

NOTES

- The School and site is open between the hours of 7.00am and 7.00 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
 - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
 - In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
 - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Exams Officer.

Date Prepared:	June 2025
Prepared By:	HR
Date Reviewed:	
Reviewed By:	