



Knights Enham Schools

King Arthurs Way, Andover, SP10 4BS

T (Juniors): 01264 394777 / **(Infants):** 01264 352151

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E: adminoffice@knightsenham-inf.hants.sch.uk

W: www.kejs.org / www.knightsenham-inf.hants.sch.uk

Headteacher: Mr D Whitehouse BA(Hons)

Job Title: Emotional Literacy Support Assistant (ELSA)

Job Purpose

To support the emotional wellbeing of pupils through planned emotional literacy interventions. The ELSA will work under the direction of the SENCo or designated senior staff to deliver targeted support programmes that help children understand and manage their emotions, build confidence, develop social skills, and improve resilience and behaviour.

Key Responsibilities

- Plan, prepare and deliver individual or small group emotional literacy sessions tailored to the needs of referred pupils.
 - Use ELSA training principles to support children with emotional needs such as anxiety, low self-esteem, bereavement, anger management, friendship issues, or social skills development.
 - Work closely with class teachers, SENCo and other staff to identify pupils who would benefit from ELSA intervention.
 - Keep accurate records of sessions and pupil progress; contribute to review meetings and reports.
 - Create a safe, welcoming and supportive environment for children to explore and express their feelings.
 - Support pupils in developing coping strategies and building resilience.
 - Communicate effectively and sensitively with parents and carers, under the guidance of the SENCo.
 - Liaise with external professionals where appropriate (e.g., Educational Psychologists, counsellors).
 - Attend regular supervision sessions with an Educational Psychologist (as part of ELSA role).
 - Participate in training and continuing professional development opportunities to maintain and enhance skills.
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Person Specification

Essential:

- ELSA training (or willingness to undertake training as soon as possible).
- Experience working with children in an educational or pastoral setting.

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Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

'Together We Achieve'





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- Strong interpersonal and communication skills.
 - Empathetic, calm, and patient manner.
 - Ability to build positive relationships with pupils and staff.
 - Understanding of child development and emotional needs.

Desirable:

- Knowledge of safeguarding procedures and relevant policies.
 - Experience working with children with SEND or emotional/behavioural difficulties.
 - Relevant qualification in education, childcare, psychology, or similar.
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Safeguarding Statement

[School Name] is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

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