



Teaching Assistant : ELSA Job Description

Job Purpose and Objectives

Details:

- To support children with emotional and behavioural difficulties to enable them to effectively access the curriculum.
- To support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills.
- To support children to make progress in learning through the delivery of specific interventions.

Main Duties and Responsibilities

Details

- The ELSA will be expected 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.
- To establish, develop and maintain a space in school for ELSA/intervention work to be carried out.
- To establish supportive, caring and secure relationships with children, and be available to offer individual support and someone for a child to talk to.
- 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.
- To implement and review intervention programmes/targets designed by Educational Psychologist, teachers and/or other professionals as required.
- To create, develop and produce resources for use with intervention programmes, as appropriate and may include social skills, emotional skills, friendship, bereavement and anger management groups
- To ensure that all records are kept up to date, distributed and files in accordance with the school's procedures, and that appropriate levels of confidentiality are maintained.
- To liaise, and maintain good working relationships with other staff, parents, outside agencies etc. required.

- To contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers.
- To liaise with the class teacher and SENCO in the identification and targeting of children with emotional and behavioural problems.
- To liaise with teachers in the preparation of individual IEP'S and subsequent reviews (emotional and behavioural) for identified children.
- To attend relevant in-service training as appropriate.
- To lead TA training where necessary.

Supervisory/Managerial Responsibilities

Details

- To attend supervision sessions run by Local Authority's Educational Psychologists.
- To liaise with Senior Leaders as appropriate.
- To meet regularly with line manager to review ELSA work.
- To work within own competencies and level of development, under the guidance of the line manager.
- For Headteacher to ensure that ELSA is given sufficient time to attend supervision sessions within and out of school.

Communication/Contacts

Details

- To attend local authority seminars/meetings re ELSA work as required.
- To lead parent information forums such as talks, coffee mornings and arrange training.
- To attend regular ELSA supervision meetings led by the Educational Psychologist.

Additional Information

Any tasks as directed by the class teacher or SENCO/ Head teacher to support the school in meeting the pupils' needs. This job description may be amended from time to time in consultation with the TA concerned.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing the character or general level of responsibility.