**Job Description: ELSA**

**Reporting to: Deputy Headteacher**

**Contract: Permanent**

**Working Pattern: Part Time (term time only) 19.5 hours per week**

**Salary: Ark Support Scale 5, Pts 5-12**

The Role

Under the direction of the Assistant Headteacher for Inclusion, to provide social, emotional, mental health and behaviour support for children who are experiencing difficulties.

Key Responsibilities

* To proactively assess and review identified children and plan targeted intervention to meet their needs
* To support identified children at points throughout the day to help ensure they are ready to learn
* To support identified children following completion of ELSA intervention for an agreed period of time to ensure progress is maintained
* To proactively work with staff and parents to develop strategies to help meet the needs of identified children

Outcomes and activities

**ELSA Support**

* Promote inclusion and acceptance of all children in the school, including those with physical, learning and behaviour difficulties
* Make use of creative arts, like drawing, clay, sand, movement, music and therapeutic storytelling
* Plan and run 1-1, small group sessions at a regular time and place
* Work with staff to assess the needs of individual children
* Promote positive change in the child by helping them to help themselves
* Observe, record and feedback key information to staff
* Assist with behaviour support within and outside the classroom for identified children.
* Assist children’s achievement in their learning in and outside of the classroom including attending visits and enrichment opportunities

**Support for the school**

* Maintain child, family and school confidentiality at all times
* Attend regular meetings and training, as required
* Be prepared to share skills and work flexibly
* To comply fully with the School’s Health and Safety Policy and all agreed safe methods of work

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
* Participate fully in the life of the school

*This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.*

**Person Specification: ELSA**

Qualifications

* Certified teaching assistant course or training at level 3 or willingness to complete this
* Maths and English GCSE or equivalent at grade C or above (essential)
* ELSA trained or willingness to complete training

Knowledge, Skills and Experience

* Experience of establishing successful learning and nurturing relationships with a variety of children at the relevant age
* Evidence of impact of approaches, strategies, intervention (essential)
* Experience of Neuro-Diversity, trauma, attachment awareness (desirable)
* Empathy and an open and friendly manner
* The ability to gain the trust of children
* Resilience and insight for working with children in emotional distress
* Good spoken and written communication skills
* A broad knowledge of child development
* A good understanding of the different ways children communicate their feelings
* The ability to work with distressed behaviour or facts, without making judgement
* Understanding the need for confidentiality at all times
* Excellent understanding of safeguarding

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Helpful, positive, patient and caring nature
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.