**Job Description – Teaching Assistant responsible for Leading ELSA**

Responsible to: SENCO

Hours: 30 hours per week

Weeks per year: 44.65

Salary: Dorset Grade 5 -£11,450-£12,339

**Job Purpose:**

**To support the development of emotional literacy and contribute to the culture of pupil resilience and mental well-being in school.**

**Main Job Purpose:**

* To implement, plan and deliver individualised programmes for children to enable them to develop their emotional literacy.
* To deliver the ELSA programme.
* To liaise with teachers and other support assistants about the needs and progress of children receiving support.
* To share knowledge and ideas from training/supervision sessions with other school staff as appropriate.
* To meet regularly with the SEN Manager to review ELSA work.
* Liaise with parents in line with school policy.

**Person specification:**

* Minimum of C pass in GCSE English and Maths or equivalent.
* Level 3 NVQ in Supporting Teaching and Learning would be an advantage.
* Good interpersonal skills with children and adults.
* Warm personality and ability to stay calm under pressure.
* Ability to gain the confidence of children who are behaviourally challenging, socially withdrawn or who have additional educational needs.
* Good organisational and administrative skills to include record keeping.
* Ability to work well within a team.
* Ability to work independently and show initiative.
* Flexibility.
* ICT skills and a commitment to ongoing training.
* A positive and optimistic outlook.
* Good health.
* A sense of humour.

**Supervision and Management:**

* Support to be provided by the SENCO and the SEN Manager within the team.
* The postholder may be required to support the induction and further training of classroom TAs.

**Key Contacts and Responsibilities:**

* Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.
* Contact with Health Service professionals to provide daily support for the pupils with known medical conditions.
* Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on pupils progress. Such communications can be of a delicate nature depending on a pupils particular needs.
* There will be regular contact with the SENCO, relating to on-site supervision of TAs, deployment and cover arrangements.

Updated: 2017