



Ash Manor School

Aspire and Achieve



PERSON SPECIFICATION

ELSA: PERSONAL SPECIFICATION

Attributes	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none">Level 2 qualifications in maths/numeracy and English/literacy or able to demonstrate competency in literacy and numeracy equivalent to level 2	<ul style="list-style-type: none">A recognised ELSA training qualificationShow willing to undertake appropriate CPD to fulfil the role
Experience and Knowledge	<ul style="list-style-type: none">Experience of delivering support packages for pupilsProven track record of successfully working with emotionally dysregulated young peopleExperience of reporting progress and impact to other stakeholdersAbility to relate well to children and adultsEnthusiasm, drive and a love for the jobExcellent interpersonal skills both in working relationships with young students and in forming effective professional relationshipsWork constructively as part of a teamAbility to self-evaluate learning needs and actively seek learning opportunitiesShows a personal commitment to safeguarding and promoting the welfare and rights of young peopleCommitted to high personal standards at all timesAbility to form and maintain appropriate relationships and personal boundaries with children and young people	<ul style="list-style-type: none">Has a basic knowledge of how schools are organised and managedExperience of successfully establishing and developing close working relationships with parents, and the wider communityExperience of working with external agencies
Self-Management Skills and Abilities	<ul style="list-style-type: none">An ability to promote an effective intervention environmentAn ability to communicate effectively with students, parents and external agencies	<ul style="list-style-type: none">Confident using ICT in day to day practiseKnowledge of the rights and responsibilities of parentsKnowledge of the range of additional support/agencies available to students

	<ul style="list-style-type: none"> • Excellent organisation, time management, communication and interpersonal skills. • Good research and planning skills • Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information. • A clear understanding of the factors which lead to educational disaffection in young people. • Knowledge and understanding of strategies to remove barriers to learning in young people. • Good ICT skills. • The ability to work flexibly. • The ability to find creative and imaginative solutions to problems. • The ability to produce detailed, concise evaluative reports of the work. • Ability to use language and other communication skills that students can understand and relate to • Ability to establish positive relationships with students and empathise with their needs • Ability to demonstrate active listening skills • Ability to prioritise and respond to the range of students and their needs. • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students • Ability to offer feedback to students to reinforce self-esteem • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equality etc. 	<ul style="list-style-type: none"> • Knowledge of career and further/higher education opportunities open to young people.
Personal	<ul style="list-style-type: none"> • A commitment to promoting the school's values and relational approach to supporting positive behaviour. • Excellent verbal and written communication skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. 	

	<ul style="list-style-type: none"> • The ability to maintain successful working relationships with colleagues • High levels of drive, energy and integrity • A commitment to equal opportunities • A commitment to supporting others • A warm, engaging and transparent personality • Have high expectations of themselves and students • Is committed, resilient, robust, resourceful, keen and enthusiastic • Calm disposition • Keen to embrace the opportunities and challenges of the post • Excellent time-management and multi-tasking skills • Ability to work under pressure and to tight deadlines • Demonstrates fairness, honesty, integrity and confidentiality in existing practice and conduct as a professional 	
The successful candidate will be:	<ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices • Dedicated to their professional development and achieving desired qualifications • Able to plan and take control of situations • Committed to contributing to the wider school and its community • Capable of handling a demanding workload and successfully prioritising work • Professionally assertive and clear thinking • Willing to go the extra mile • Able to quickly adapt to changes 	
Safeguarding	The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.	

Signed by Job Holder: Date:

Signed by Line Manager: Date:

Signed by Headteacher: Date: