



## **ELSA Person Specification and Job Description**

### **Person Specification**

The ideal potential ELSA:

- Has a warm personality
- Is able to stay calm under pressure
- Demonstrates good interpersonal skills with children and adults
- Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn
- Enjoys learning
- Is able to work independently and show initiative
- Has good time management and organisational skills
- Is able to plan programmes of support that incorporate variety, interest and pace
- Is able to keep succinct records of involvement

### **Job description**

The role requires the ELSA to:

- Attend training days and group supervision sessions led by the facilitator
- Plan and deliver individualised programmes of support for children to develop their emotional literacy, including:
  1. Awareness of own and others' emotions
  2. Development of an increased range of emotional vocabulary
  3. Management of stress/grief/anger and conflict
  4. Development of social interaction skills
  5. Development of the ability to initiate and maintain friendships
  6. Promotion of a realistic self-concept and good self-esteem
- Plan and deliver programmes of support to small groups of children to develop social and friendship skills (usually after working individually first)
- Write succinct session plans and add subsequent evaluative comments
- Liaise with teachers and other support assistants about the needs and progress of children receiving support
- Share knowledge and ideas from training/supervision sessions with other school staff as appropriate
- Meet regularly with the line manager to review ELSA work
- Work within own competencies and level of development, under the guidance of the line manager
- Liaise with parents in line with school policy