

# St Wystan's School

## ELSA trained Teaching Assistant Job Description

<b>Job Description: Teaching Assistant (ELSA trained, 24 hours per week)</b>	
<b>Responsible to:</b>	Deputy Headteacher, SENDCo
<b>Job Overview</b>	<ul style="list-style-type: none"> <li>• To work closely with the Deputy Head and the SENDCo to support pupil mental health and behaviour systems across the School (5 hours per week);</li> <li>• To work 1-1, in the classroom, supporting a Year 5 pupil (19 hours per week)</li> <li>• To support pupils with emotional and behavioural difficulties to enable them to effectively access the curriculum.</li> <li>• To support and encourage a learning environment throughout the School which allows pupils to acquire and develop emotional literacy skills.</li> <li>• To support pupils to make progress in learning through the delivery of specific interventions.</li> </ul>
<b>Main Duties and Responsibilities:</b>	<p>ELSA will be expected :</p> <ul style="list-style-type: none"> <li>• To work 1-1 with a pupil with ASD and ADHD, adapting learning opportunities to enable them to fully access the curriculum, and supporting the pastoral and emotional need of the pupils ensuring an inclusive environment in which they thrive. (19 hours per week).</li> <li>• To work with individual pupils or in groups of pupils 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. (5 hours)</li> <li>• To establish, develop and maintain a space in School for ELSA/intervention work to be carried out.</li> <li>• To establish supportive, caring and secure relationships with pupils, and be available to offer individual support and someone for a child to talk to.</li> <li>• To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop pupils' emotional literacy skills and emotional well-being.</li> <li>• To implement and review intervention programmes/targets designed by an educational psychologist, teachers and/or other professionals as required.</li> <li>• 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</li> <li>• To ensure that all records are kept up to date, distributed and filed in accordance with the School's procedures, and that appropriate levels of confidentiality are maintained.</li> <li>• To liaise, and maintain good working relationships with other staff, parents, outside agencies etc, as required.</li> <li>• To contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers.</li> <li>• To liaise with the class teacher and SENDCo in the identification and</li> </ul>

	<p>targeting of pupils with emotional and behavioural problems.</p> <ul style="list-style-type: none"> <li>• To liaise with teachers in the preparation of individual IEPs and subsequent reviews (emotional and behavioural) for identified pupils.</li> <li>• To attend relevant training as appropriate.</li> <li>• To lead training where necessary.</li> </ul>
<b>Supervisor/Managerial Responsibilities Details</b>	<ul style="list-style-type: none"> <li>• To liaise with senior leaders as appropriate.</li> <li>• To meet regularly with line manager to review ELSA work.</li> <li>• To work within own competencies and level of development, under the guidance of the line manager.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To lead parent information forums such as talks, coffee mornings and arrange training.</li> </ul>
<b>Pastoral care</b>	<ul style="list-style-type: none"> <li>• To support and participate in the pastorally strong ethos of the School;</li> <li>• To establish a supportive relationship with pupils and to develop their self-esteem;</li> <li>• To follow the School's behaviour policy, applying it fairly and effectively to all situations;</li> <li>• To read and follow up on weekly pastoral notes pertaining to pupils across the School;</li> <li>• To report pastoral concerns relating to any pupil to the School in a timely manner.</li> </ul>
<b>General requirements</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of pupils across the School;</li> <li>• To support the School's responsibility to safeguarding pupils;</li> <li>• To maintain high professional standards of attendance, punctuality, appearance and conduct;</li> <li>• To maintain positive relations with all stakeholders;</li> <li>• To contribute to the School's extra-curricular programme, running 1 club per week;</li> <li>• To promote the good name and reputation of the School;</li> <li>• To adhere to School policies and procedures;</li> <li>• To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately;</li> <li>• To be prompt and punctual, and to work within the hours specified;</li> <li>• To be involved in general school activities, supporting occasionally out of hours as required e.g. Christmas Fair, School production, open days;</li> <li>• To supervise and sometimes teach classes, as required, covering staff absence if necessary;</li> <li>• Any other tasks as directed.</li> </ul>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>• To take responsibility for own continuous professional development, including attending relevant training and CPD;</li> <li>• To participate in the annual performance review process.</li> </ul>
<b>Key Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• To be an outstanding ELSA practitioner</li> <li>• To maintain up-to-date knowledge of current ELSA pedagogy;</li> <li>• To maintain knowledge and understanding of safeguarding procedures;</li> <li>• To understand the role of IT in classrooms and have the confidence to use it.</li> </ul>

<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"> <li>• To be an enthusiastic individual, possessing drive, energy and commitment;</li> <li>• To have a passion for education and the ability to inspire pupils and staff;</li> <li>• To have the ability to plan, prioritise and manage a varied workload.</li> <li>• To be team focused and prepared to volunteer a helping hand as required;</li> <li>• To commit to the highest standards of educational and pastoral care for all pupils.</li> </ul>
<b>Terms &amp; Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>• To work contracted hours (20 hours per week), plus extra-curricular and occasional events calendared for evenings and Saturdays;</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headteacher from time to time;</li> <li>• St Wystan's TA Salary.</li> </ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"> <li>• St Wystan's School is committed to safeguarding and promoting the welfare of pupils, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check;</li> <li>• This post will involve regulated activity with pupils. Please note this means being responsible on a regular basis for teaching, supervising, training, instructing, and caring for pupils without supervision.</li> </ul>

This job description is not intended to be an exhaustive list of duties.

You may also be required to undertake such other comparable duties as required.

<b>Person Specification: Teaching Assistant</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
Qualifications	ELSA teaching assistant qualification  Willingness to undertake further training to continue professional development	Evidence of ongoing professional training  Professional development opportunities/qualifications	Certificates  Application Form Interview
Experience	Teaching assistant experience in a school setting  ELSA experience		Application form  Interview

	<p>SEND experience</p> <p>Experience working 1-1 with pupils, and with small group</p> <p>Experience and training in ASD</p>		Teaching observation
Skills and Abilities	<p>Excellent classroom and ELSA practitioner</p> <p>ELSA experience in a school setting</p> <p>Ability to deliver interventions/ develop strategies to support with a variety of behaviours and emotions</p> <p>Effective communicator</p>	<p>Knowledge of current innovative practice in primary schools</p> <p>Proven skills and experience of raising attainment for pupils</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Motivation and Personality	<p>Self-motivated</p> <p>Patient, caring and empathetic</p> <p>Team player</p> <p>A sense of humour</p> <p>Able to work effectively with a wide range of fellow professionals</p>		<p>Application form</p> <p>Interview</p>
Educational Values	<p>Commitment to teaching approaches which encourage all pupils to give their best irrespective of ability, gender, ethnic or social background</p>		<p>Application form</p> <p>Interview</p>

	Recognition of the importance of a stimulating environment		
Other Factors	<p>Eligibility to live and work in the United Kingdom</p> <p>Suitability to work with children</p> <p>Willing to react flexibly to new or unexpected situations</p>		<p>Interview</p> <p>Required documentation for eligibility</p> <p>DBS and Barred List checks</p>

