



Coleg Llanymddyfri  
Llandovery College

## **Emotional Literacy Support Assistant (ELSA) 1:1**

Llandovery College is one of the leading independent educational establishments in Wales. Comprising a nursery school, prep school and senior school, our ethos is driven by pride, passion and performance. Our values are compassion, tolerance, kindness, integrity, generosity of spirit combined with a commitment to service and academic excellence.

We are seeking a number of Emotional Literacy Support Assistants to assist in promoting the learning and personal development of individual pupils, to enable them to make best use of the educational opportunities available to them.

The successful candidate will ideally have a warm personality, be 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with children and adults is able to gain the confidence of children who are behaviourally challenging or socially withdrawn.

Please complete a Llandovery College Application Form, available on our web-site, and return to [deputy.warden@llandoverycollege.com](mailto:deputy.warden@llandoverycollege.com), by Monday 12 December.



<b>Job Title:</b>	Emotional Literacy Support Assistant (1:1)
<b>Line Manager:</b>	ALNCo
<b>Responsible to:</b>	The Deputy Warden
<b>Hours:</b>	30 - 40 hours per week, term-time
<b>Salary:</b>	£16,000 (pro rata)
<b>Start Date:</b>	ASAP

**Main Functions:** To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to him/her.

- To support children with emotional and behavioural difficulties to enable them to effectively access the curriculum.
- To support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills.
- To support children to make progress in learning through the delivery of specific interventions.

### **Responsibilities**

1. To work with individual children or in groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life
2. To establish supportive, caring and secure relationships with children, and be available to offer individual support
3. To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop children's emotional literacy skills and emotional well-being.

4. To monitor pupil's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers.
6. To liaise with the class teacher and ALNCo to identify and plan interventions for children with emotional and behavioural problems.
7. 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.
8. To ensure that all records are kept up to date, distributed and files in accordance with the College's procedures, and that appropriate levels of confidentiality are maintained.
9. To liaise, and maintain good working relationships with other staff, parents and outside agencies.

## **Personal Specification**

### **Emotional Literacy Support Assistant (1:1)**

You will ideally need to:

- Have experience of working successfully with young people, preferably with children who have ALN and Social, Communication and Sensory Difficulties/emotional and behavioural issues
- Have GCSEs, 'O' Level or equivalent qualifications in Mathematics and English.
- Have relevant ELSA training (or a desire to undertake such training)
- Have knowledge and understanding of the different social, cultural and physical needs of pupils
- Have an interest in how children learn
- Provide appropriate role models of behaviour both in the classroom and around school
- Care about children, particularly those who find learning a challenge.

You must be able to:

- Plan and prioritise tasks and work under the pressure of our busy inclusive school.
- Be productive, flexible and show initiative.
- Communicate effectively and appropriately to pupils with different abilities.
- Motivate pupils to learn.
- Motivate pupils to be sociable.
- Assist with the organisation of the learning environment.
- Maintain records of the pupils.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience, and use innovative ways to support a pupil with ALN.
- Respect and maintain confidentiality and have regard to the safeguarding protocols.
- Be computer literate.
- Be able to carry out tasks and responsibilities as directed by the ALNCo or class teacher.
- Attend training courses and school INSET days considered appropriate for the post.