# **CBC_RGB_Grey fwEmotional Literacy Support Assistant (ELSA)**

# **Job Description**

**Responsible to:** Learning Area Manager

**Responsible for:** Supporting the student(s) with instructions from LAM and/or Tutor

**PURPOSE:**

* To support young people with emotional and behavioural difficulties to enable them to effectively access the curriculum
* To support and encourage a learning environment throughout the college which allows young people to acquire and develop emotional literacy skills

**KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS**

***This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the College and as directed by their Line Manager*.**

**Key Accountabilities:**

* To work with individuals or groups of young people who are experiencing difficulties with emotional literacy or other aspects of college or home life
* To establish supportive, caring and secure relationships with young people, and to be available to offer individual support and someone for a young person to talk to
* To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop young people’s emotional literacy skills and emotional wellbeing
* To implement and review intervention programmes designed by SENDCO and Pathways lead
* To create, develop and produce resources for use with intervention programmes, as appropriate
* To liaise with the relevant feeder school/s to support the transition process for identified young person
* To ensure that all records and case notes are kept up to date, distributed and filed in accordance with the college’s procedures, and that appropriate levels of confidentiality are maintained
* To liaise, and maintain good working relationships with other staff, parents, outside agencies etc as required
* To promote respect, self-esteem and a positive, inclusive ethos for all young people and adults throughout the college
* To contribute to monitoring and recording learners’ progress and providing relevant feedback to teachers
* To assist with general college duties, which may include:

a. Setting up classrooms, preparing resources and displays and tidying and clearing away

b. Supporting at parent’s evenings and open evenings

c. Supervision of young people on trips

**Responsibilities:**

* To support Tutors through the work undertaken in workshops which enables students to complete their portfolios/assessments.
* In conjunction with the Tutor and/or other professionals to develop a system of recording and tracking student(s) progress linked to individual action plans and assessments.
* To participate in the evaluation and review of the specialist vocational support and course review.
* To provide regular feedback about the student(s) to the Tutor on progress with portfolios and assignments.
* To attend relevant in-service training.
* To maintain a log of individual student contact.
* Any other tasks as directed by the LAM which fall within the context of the post.

# **Job Coach**

# **Person Specification**

**Qualifications:**

* Good level of general education, min 5 GCSE or equiv Essential
* Good written and verbal skills Essential
* Qualifications in English and Maths, min grade 4 Essential
* Support worker qualification e.g. C&G 7321 Desirable

**Knowledge:**

* Computer Literate Essential

**Experience:**

* Experience of working with young people Essential
* Emotional Literacy Support experience Desirable
* Interest in College curriculum areas. Desirable
* Knowledge of disability issues Essential
* Knowledge of behavioral issues Essential
* FE experience Desirable

**Skills/Qualities:**

* Organisational skills Essential
* Good interpersonal skills Essential
* Able to communicate effectively Essential
* Responds well to student needs Essential
* Committed to Equal Opportunities Essential
* Able to take instruction Essential
* Work as part of a team Essential
* Adaptable Essential
* Patient Essential
* Good motivator Desirable
* Able to work on a flexible arrangement Essential
* Own transport Desirable

**Criminal Records Bureau check**

This post is subject to an enhanced DBS check.