

# Pickwick Academy Trust



## Greentrees Primary School

### JOB DESCRIPTION and PERSON SPECIFICATION

**Job Title:** ELSA/Family Support Assistant

**Responsible to:** Headteacher

**Line Manager:** SENDCO / Inclusion Manager

**Effective date:** September 2024

#### Main Purpose

- To provide support for children with identified social and emotional needs
- To ensure that the pupils can integrate as fully as possible in the nurture-based activities undertaken by the other children in the ELSA provision.
- To support identified pupils' self-esteem, inclusion and behavioural development.
- To provide advice, support and guidance to families.
- To work closely with the Senior Leadership Team, Inclusion Team, teachers, external agencies and the local community to promote collaborative working.

#### Main Duties

- |          |  |
|----------|--|
| <b>1</b> | <b>Supporting identified pupils' self-esteem, inclusion and behavioural development by:</b> <ul style="list-style-type: none"><li>• Providing pastoral support to pupils as required.</li><li>• To develop knowledge of the particular needs of the child and seek advice from the SENCO, Class Teacher and outside agencies.</li><li>• To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.</li><li>• To organise and maintain an inclusive learning environment across the whole school.</li><li>• Establishing good relationships with pupils, acting as a role model and setting high expectations of them.</li><li>• Facilitate inclusion in small group activities with peers and support interaction between them.</li><li>• Assisting with the development of behaviour plans to ensure pupils have the support needed to engage with their learning.</li></ul> |
|----------|--|

	<ul style="list-style-type: none"> <li>• Encouraging pupils to interact and engage with activities and learning, developing pupils' confidence and self-esteem.</li> <li>• Provide one to one support for pupils as and when required.</li> <li>• To attend in service training and meetings relevant to the post in order to keep up to date with developments in working with children with social and emotional needs.</li> </ul> <p><b>Supporting the SLT and Mental Health team:</b></p> <ul style="list-style-type: none"> <li>• To work as part of the ELSA and Mental Health team, to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.</li> <li>• To attend planning meetings with other ELSAs to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.</li> <li>• To provide regular feedback to the SENDCO and Mental Health lead and, where necessary, relevant outside agencies about any pupil's difficulties and progress.</li> <li>• To contribute and attend any relevant meetings for the ELSA pupils</li> <li>• to understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.</li> <li>• To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.</li> <li>• To carry out duties as instructed by the SENDCO and the Headteacher.</li> </ul>
2	<p><b>Providing advice, support and guidance for families by:</b></p> <ul style="list-style-type: none"> <li>• Establishing and fostering good relationships with parents.</li> <li>• Discussing issues with parents in a confidential manner.</li> <li>• Supporting vulnerable pupils and families in a manner appropriate for their individual needs.</li> <li>• Providing parents with advice and guidance on practical care and parenting skills.</li> <li>• Promoting the importance of pupils attending school.</li> <li>• Being knowledgeable of the range of agencies available locally, working with them directly or signposting parents.</li> <li>• Actively promoting the family support services provided by the school.</li> <li>• Encouraging parents to engage with Family Learning activities.</li> <li>• Ensuring information is relayed to the Designated Safeguarding Lead as appropriate and following Child Protection Policy and Procedures.</li> <li>• Keeping clear records and documents pertaining to meetings/contact with pupils and their families.</li> <li>• Sharing information and reviewing the work done with the SENDCo / Inclusion Manager.</li> </ul>
3	<p><b>Working closely with the SLT, Inclusion Team, teachers, external agencies and the local community to promote collaborative working by:</b></p> <ul style="list-style-type: none"> <li>• Working together effectively, ensuring clear communication systems are adhered to.</li> <li>• Promoting and publicising the work of Greentrees Primary School and the Trust.</li> <li>• Forming good working relationships within the school, wider community and the Trust.</li> <li>• Liaising closely with the SENDCo / Inclusion Manager and taking direction from them in order to share skills, knowledge and develop best practice.</li> <li>• Working as part of a team in making and maintaining links with other service providers.</li> <li>• Working with other professionals to identify the needs of families and support the work that they implement into the school.</li> <li>• Attending and contributing when appropriate to Inclusion meetings, SEN meetings, Child Protection conferences, meetings or reviews.</li> <li>• Supporting the deliver of Family Learning workshops</li> <li>• Being a member of the school's safeguarding team, as Deputy DSL</li> </ul>

- Maintaining the school electronic Safeguarding package, offering support and guidance to staff and responding to concerns recorded on it.
- Providing regular feedback about pupils and their families to the Headteacher and other relevant staff.

### **Supervision and Management**

The jobholder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

### **Creativity and Innovation (i.e. Problem Solving)**

The jobholder works within school procedures, policies and approved methods and under the supervision of the SENCO and Headteacher.

### **Key Contacts and Relationships and Personal Requirements**

- The jobholder will have extensive contact with parents, carers and families through face-to-face meetings in school, in home settings or community settings.
- The jobholder will have key working relationships with other service professionals, external agencies and colleagues in the multi-agency partnership.
- The jobholder will have working relationships with Trust colleagues.

### **Decision Making**

The jobholder is expected to follow school procedures and plans made by the SENDCo / Headteacher.

### **Resources**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

### **Working Environment**

The jobholder is mainly based in a school setting and there is regular background noise.

There is a requirement for the jobholder to drive between CPS sites or to other locations (they may be driving to meet parents or delivering food hampers etc), they must therefore have access to their own vehicle or have a vehicle at their disposal.

A full driving licence will therefore be required. Business travel will be required on their personal car insurance. The jobholder must ensure their driving licence and insurance documents depicting business use, are supplied to the school on an annual basis and any changes to them, reported immediately. Copies of the documents may be retained in the personnel file. Mileage is paid in addition to salary, please refer to the Travel, Subsistence and Personal Expenses Policy for further information.

## Experience

- One year's post qualifying experience of working with families and children.
- Awareness of child protection frameworks.
- Awareness of partnership and multi-agency working.
- Awareness of outreach work.
- Experience of working with Primary aged pupils
- Knowledge of good safeguarding practices.

## Qualifications

- NVQ Level 3 or equivalent in education, health, social care or community.
- GCSE or equivalent in Maths and English grade C or above
- Relevant safeguarding training would be desirable
- Current ELSA training and certification

## Practical Skills

- Ability to demonstrate good written and verbal skills.
- Ability to demonstrate good IT skills.
- Ability to work as part of a team and as an individual.
- A good understanding of the benefit of parental involvement.
- Ability to plan, record and evaluate through recording and writing reports.
- To have knowledge and understanding of current legislation when working with children and families.

## Personal Qualities and Attributes

- A commitment to work flexible hours.
- To be approachable, friendly and a good team player.
- Excellent communicator.
- The ability to prioritise workload.
- To be positively motivated.
- Willingness to undertake relevant training.
- Understand the need for confidentiality.
- Personal qualities of warmth and sensitivity to family members and their needs.
- Current driving license

## Other

- The nature of the work requires the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.
- The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- The post holder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.
- The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.
- The post holder will be responsible for personal Continued Professional Development

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require business travel on your personal car insurance.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements.

Employee Name:.....  
Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....