

Barncroft Primary School	
Role/Title:	Emotional and Literacy Support Assistant
Reports to	Headteacher, Class Teacher and Inclusion Manager
Role:	To work in partnership with the teacher to foster effective participation of pupils in the social and academic processes of the school.

Organisation

<p>Headteacher</p> <p>Deputy Headteacher</p> <p>Inclusion Manager</p> <p>Class teacher</p> <p>Emotional Literacy Support Assistant</p>
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Role Requirements

<p>Role Purpose including key outputs</p>	<ul style="list-style-type: none"> • Working with individuals or groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life. • Establishing supportive, caring and secure relationships with children, and to be available to offer individual support and someone for a child to talk 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 wellbeing. • Creating, developing and producing resources for use with intervention programmes, as appropriate. • Ensuring that all records and case notes are kept up to date, distributed and filed in accordance with the school's procedures, and that appropriate levels of confidentiality are maintained. • Working as directed by the Head Teacher/ Deputy /Inclusion Team to support children in the above ways, either through regular interventions or ad-hoc sessions, as appropriate. • Liaise with the Head Teacher/ Deputy /Inclusion Team about any relevant matters, as appropriate.
<p>Accountabilities</p>	<p>Support Delivery</p> <ul style="list-style-type: none"> • Provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention, under the supervision of senior staff. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and organise own work and/or intervention to meet given priorities.

	<ul style="list-style-type: none"> • Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard <p>Analysis, Reporting and Documentation</p> <ul style="list-style-type: none"> • Maintain and submit records following relevant school policies & procedures. • Contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers. <p>Working with Others</p> <ul style="list-style-type: none"> • Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary. • Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures. • Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities.
<p>School and Statutory initiatives</p>	<ul style="list-style-type: none"> • Maintaining and awareness of school, national and statutory policies and requirements and apply these in the work place • To support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life • To promote respect, self-esteem and a positive, inclusive ethos for all children and adults throughout the school. • Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop. • To liaise, and maintain good working relationships with other staff, parents, outside agencies etc as required • To have regard for and comply with safeguarding policy and procedures.

The above profile describes the general nature of work performed at this level. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. Barncroft Primary reserves the right to review and amend the job description on a regular basis