

ELSA & Home Link Worker – Job Description and Person Specification

Responsible to: Headteacher

Reports into: Inclusion Leader

Salary: SP5.2

Hours: 8:30 - 3:30pm (fixed term for 1 year)

Main Purpose of this role:

To work under the instruction and guidance of teaching staff to enable access to learning for all pupils and to assist in the care of pupils in and around the school. Work may be carried out in the classroom or outside the main teaching area, for specified periods of time.

Specific Duties and Key Responsibilities

Emotional Literacy Support (ELSA)

- Deliver individual and small-group ELSA interventions to pupils experiencing social, emotional or behavioural difficulties.
- Support children in developing emotional awareness, resilience, self-esteem, social skills and positive coping strategies.
- Create and maintain a safe, nurturing environment where pupils feel supported and valued.
- Work with the SENCO and pastoral team to identify pupils requiring emotional support.
- Develop, implement, and review personalised support plans and intervention programmes.
- Monitor and evaluate pupil progress, maintaining accurate records and reports.
- Liaise with teachers, parents and external professionals regarding pupils' emotional wellbeing.
- Promote positive mental health and wellbeing throughout the school community.
- Oversight of Speech and Language at the school, leading sessions and liaising with external professionals to ensure a high-quality SALT provision programme.

Home Link and Family Support

- Act as a key point of contact for families requiring additional support.
- Build trusting and productive relationships with parents and carers.
- Undertake home visits where appropriate and in line with school safeguarding procedures.
- Support families in overcoming barriers to attendance, punctuality, behaviour and engagement with school.
- Signpost and refer families to relevant support services and external agencies.
- Assist parents in accessing resources and strategies that support children's learning and wellbeing at home.
- Work collaboratively with safeguarding, attendance, SEND and pastoral teams.
- Support transition arrangements for vulnerable pupils and families.
- Facilitate workshops, coffee mornings and family engagement activities.

Safeguarding and Inclusion

- Promote and uphold the school's safeguarding and child protection procedures at all times.

- Identify and report safeguarding concerns promptly in accordance with school policies.
- Support the school's commitment to inclusion, equality and diversity.
- Contribute to multi-agency meetings and implement agreed actions.
- Maintain confidentiality while adhering to safeguarding requirements.

General Responsibilities

- Attend staff meetings, supervision sessions, training and professional development opportunities.
- Maintain accurate records and documentation in line with GDPR and school policies.
- Contribute positively to the wider life of the school.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Person Specification

Essential Qualifications and Experience

- ELSA qualification or started ELSA training.
- Experience of working with primary-aged children.
- Experience in supporting children with social, emotional, and mental health needs.
- Experience working collaboratively with families and external agencies.
- Understanding of child development and emotional wellbeing.
- Knowledge of safeguarding and child protection procedures.
- Strong communication and interpersonal skills.
- Ability to maintain professional boundaries and confidentiality.
- Good record-keeping and organisational skills.

Desirable Qualifications and Experience

- Experience as a Home Link Worker, Family Support Worker, Learning Mentor or similar role.
- Knowledge of SEND, particularly SEMH needs.
- Experience conducting home visits and family support interventions.
- Training in mental health, therapeutic approaches, attendance support or safeguarding.
- Experience working within a primary school setting.

Personal Attributes

- Empathetic, approachable and resilient.
- Able to build positive relationships with children, families and staff.
- Calm and solution-focused under pressure.
- Committed to inclusion and improving outcomes for vulnerable pupils.
- Flexible and proactive in responding to the needs of the school community.
- Strong team player with the ability to work independently when required.

Personal Responsibilities

- Engage and adhere to school and trust policies.
- Model our school values at all times.
- Actively participate in appraisal in order to identify and agree development and training needs.
- Within your contracted hours, attend staff training and other meetings as required.
- Be aware of the learning and physical needs of the pupils you are supporting.
- Respect the confidentiality of pupils' information and respond sensitively to pupils' needs, providing assistance with pupils' care and welfare, and with the learning activities undertaken.
- Commitment to intervene to prevent pupils from hurting themselves or others, or damaging property.

You must be prepared to implement the school's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Trust's Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks. This information would only be used to assess suitability for employment in so far as it is relevant to the job to which they have applied. Having a criminal conviction will not necessarily bar someone from employment, this will depend on the circumstances and background to the offence. Candidates will be expected to bring Proof of Right to Work in the UK and their certificates for any qualifications listed as essential or desirable.

Everychild Partnership Trust – Teaching Assistant Person Specification

Evidence Key: A – Application Form C – Certificates I – Interview R – Reference

Experience	Essential	Desirable	Evidence
Previous experience of working as an ELSA/Home School Link Worker or Learning Support Assistant in a school environment	X		A/I
Understanding of relevant policies / codes of practice and awareness of relevant legislation	X		A/I
General understanding of National Curriculum and or Early Year Frameworks		X	A/I
Basic understanding of child development and learning	X		A/I
Experience of working with children of Primary age range (4-11)		X	A/I/R
Experience of working with pupils with specific learning barriers–including social, emotional and behavioural		X	A/I
Experience with effective use of ICT to support learning		X	A/I

Qualifications	Essential	Desirable	Evidence
Paediatric first aid training is desirable but can be provided.		X	A/C
ELSA training		X	A/C

Skills/Abilities	Essential	Desirable	Evidence
Good numeracy and literacy skills	X		A/R/I
Ability to relate effectively to children and adults	X		A/R/I
Ability to self-evaluate learning needs and actively seek learning opportunities	X		A/R/I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	X		A/R/I

Personal Attributes	Essential	Desirable	Evidence
Adaptability to embrace change	X		A/R/I
Ability to motivate and inspire confidence in pupils, colleagues and parents	X		A/R/I
Enthusiastic	X		I
Reliable and has good time keeping	X		R
Self-motivated and able to use own initiative	X		A/R/I

Able to build positive relationships	X		A/R/I
Resilient and solution focused	X		A/R/I
Professional and courteous	X		A/R/I