



## JOB DESCRIPTION

Post Title	Specialist LSA - ELSA, SLCN
Salary Scale / Grade	Scale 4
Hours per week	31
Full time or Term time	Term-time plus 1 day
Reporting to	Assistant Headteacher - SENDCO

### Purpose:

Under the direction of the Assistant Headteacher - to lead support for students identified with emotional literacy needs, or speech and language needs

### Key tasks and responsibilities:

- Attend training days and group supervision sessions led by an Educational Psychology Service/Local Authority Speech and Language team
- Plan and deliver individualised programmes of individual and small group support for identified students across the federation
- Implement clear entry and exit criteria and record assessment data to support this
- Write succinct session plans and add subsequent evaluative comment
- Liaise with teachers and other support assistants about the needs and progress of students receiving support - amend student profiles to support this
- Share knowledge and ideas from training/supervision sessions with other federation staff as appropriate
- Liaise with parents in line with school policy
- Undertake training by the SENDCO to use diagnostic tools (such as Boxall Profile, British Vocabulary Picture Test, Lucid LASS)

### • Other Responsibilities:

- To follow and support the Federation's policies reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

### Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

## PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
<b>QUALIFICATIONS AND TRAINING</b>			
GCSEs at 4 / C or above in English and Mathematics or equivalent	✓		A
Proven record of SEND CPD with The National College or other accredited provider	✓		A
Willingness to undertake Elklan and/or ELSA accredited training	✓		A
First Aid Certificate		✓	A
<b>EXPERIENCE</b>			
Experience of working with students or young people with complex needs	✓		A, I
Experience of supporting students with SEMH and/or SLCN	✓		A, I
Day to day working experience and skill with Google docs	✓		A, I
Experience of delivering small group interventions	✓		A, I
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Commitment to, and understanding and experience of, the main safeguarding principles		✓	A, I
<b>SKILLS AND ABILITIES</b>			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		A, I
Ability to plan programmes of support that incorporate variety, interest and pace	✓		
Ability to keep succinct records of involvement	✓		
Ability to prioritise, coordinate and organise work under pressure	✓		A, I

Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Good Administrative skills	✓		A, I
High Level of accuracy and attention to detail	✓		A, I
Ability to use Arbor	✓		A, I
<b>PERSONAL QUALITIES AND ATTITUDES</b>			
Ability to maintain high quality professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I
Flexible attitude in carrying out different types of work	✓		I
Interest and commitment to helping develop enrichment experiences for all students	✓		I