

Toynbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
SO53 2PL

Appointment
of
Emotional Literacy Support Assistant (ELSA)

Contact Details:

Tel: 023 80269026
Email: recruitment@toynbee.hants.sch.uk
Website: www.toynbee.hants.sch.uk/recruitment

APPLICATION DETAILS

I have enclosed with this pack the following details:

- A job description
- Personal competencies for the role
- Letter from the Headteacher

An application form (support staff) is available to download from Toyndbee School website. See link: www.toyndbee.hants.sch.uk/recruitment

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Toynbee School Job Description

Post	Emotional Literacy Support Assistant (ELSA)	Current Post Holder	
Allowance/ Scale	EHCC Grade D	Date Reviewed	
		Signed	

Accountability:

The Learning Support Assistant will be responsible to

1. Headteacher
2. Senior Leadership Team
3. SENCO/ Deputy SENCO / Hub Leader

Job Purpose: To support the SENCO/ Deputy SENCO with the administration and delivery of ELSA provision. Providing 1-2-1 support for named pupils or groups of pupils, under the direction of the SENCO/ Deputy SENCO Manager / Hub Leader

Profile and Responsibilities: (Local specific from job profile)

1. To deliver ELSA and other pastoral interventions and measure the impact against outcomes.
2. To hold ELSA qualification or be undertaking ELSA training or a similar qualification.
3. To ensure that accurate records of interventions are entered onto CPOMS.
4. To be aware of a range of strategies for meeting the needs and specific targets of pupils selected for intervention.
5. Provide ELSA and LSA support for pupils accessing our on site Hub and Lodge provisions
6. To provide an effective safe place for pupils to raise any concerns.
7. To actively contribute to the monitoring and identification of high needs social, emotional and mental health students, the co-ordination of a programme of support.
8. To support the needs of identified vulnerable pupils during the school day by carrying out pastoral support sessions, helping students to reintegrate into lessons, debriefing students after incidents

have occurred and by being available at key transition times – before lessons, after break, after lunch

9. Carry out pastoral work with pupils after incidents which result them spending time in inclusion or suspension
10. To support the needs of the vulnerable pupils during unstructured times within the school day.
11. Advise SENCO/ Deputy SENCO /Guidance Managers and other staff of any relevant issues or difficulties that arise.
12. Ensuring that the Child Protection and Safeguarding policy is followed for all safeguarding concerns.
13. Keep CPD up-to-date, including attending ELSA supervision sessions.

The job description should be read in conjunction with the 'Learning Support Assistant' Job Description. All elements of the 'Learning Support Assistant' Job Description apply to the post-holder.

ELSA – Personal Competencies:

- Ability to empathise and motivate pupils.
- Sensitivity to individual pupil's difficulties.
- Consistency and fairness of approach.
- Organised, but flexible in approach.
- Integrity and ability to maintain confidentiality.
- Appropriate use of humour.
- Good attendance and timekeeping.
- Ability to work as part of a team and show own initiative.
- Ability to work with class teachers of differing styles.
- Diplomacy.
- Ability to write concise, objective reports.
- Good command of English and Maths.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be an ELSA at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015, 2019 and 2024, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher