



CITY OF LONDON
FREEMEN'S SCHOOL

ASHTED, SURREY

Emotional Literacy Support Assistant Information for prospective staff

Information about the role

Purpose of post

Working closely with identified pupils across predominantly Key Stage 2 and 3, an ELSA supports the development of emotional literacy, resilience, and confidence to help them engage successfully in school life. They liaise with class teachers and pastoral staff to plan and deliver targeted interventions, using their knowledge, communication skills and creativity to help pupils understand and manage their emotions and relationships. They play a positive and nurturing role in the school community, promoting wellbeing and providing a safe space for pupils to reflect, develop coping strategies and build self-esteem.

Main Duties & Responsibilities

- Plan and deliver individualised programmes of support to pupils to develop emotional literacy and wellbeing.
- Support pupils to develop awareness of their own and others' emotions and to broaden their emotional vocabulary.
- Provide strategies to help pupils manage stress, anxiety, anger, conflict, grief and loss.
- Support the development of social interaction skills, friendships and positive relationships.
- Promote positive self-esteem and a realistic self-concept.
- Support pupils in coping with significant life changes, including bereavement.
- Plan and deliver small group interventions to develop resilience and emotional wellbeing.
- Write clear and succinct session plans and record evaluative comments on pupil progress.
- Liaise with teachers and support staff regarding the needs, progress and outcomes for pupils receiving ELSA support.
- Share relevant knowledge and strategies from training and supervision with school staff, as appropriate.
- Meet regularly with line manager to review ELSA provision and impact.
- Attend training days and group supervision sessions led by an Educational Psychology Service, or the equivalent based on their training.
- Liaise with parents and carers in line with school policies.

Other Points

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the COO via the School's Accident Report Form procedure.
- Informing the COO of any concerns regarding Health & Safety and safe working practices.

- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- The post-holder is responsible for safeguarding and promoting the welfare of children and young persons for whom they are responsible or come into contact with. They must adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report these concerns to the Assistant Head.
- To actively undertake training and learning activities which are required to ensure Personal Development.
- To undertake any other duties that may reasonably be requested appropriate to the grade
- According to the development and requirements of the School, Job Descriptions will need to be revised and updated periodically, after consultation with the post-holder.

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

This will be a one year post, with the possibility of extending this to a permanent position.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Educated to A level standard or equivalent with GCSE Maths, English and Science at Grade C/5 or above. (A)
- ELSA qualified or equivalent relevant experience or qualifications in child mental health, wellbeing, pastoral care or SEND (A).
- Understand and apply psychological concepts from relevant training and supervision (A, I).

Experience Required

- Experience in a similar role working either one to one with a specific student or with small groups of students (A / I)
- Experience working with children and supporting their emotional and social development (A / I)
- Thinks creatively and adapts approaches to meet individual pupil needs (A / I)

Technical Skills

- A thorough understanding (which can be supported by training) of the statutory framework regarding safeguarding, and its implementation at Freeman's. (A)
- Confident and competent in the use of ICT, particularly Office 365. (T)
- Ability to establish rapport and respectful and trusting relationships with children, their parents / carers / families, and other adults. (A / I)
- Collegiality in working with staff with the ability to work effectively and supportively with all staff. (A / I)
- Ability to build and maintain purposeful and successful relationships. (A / I)
- Self-reflection and an openness to constructive criticism. (A / I)
- The ability to work towards an agreed outcome, particularly when it is not the approach that you might have chosen. (A / I)
- Discretion. (A / I)
- Resilience, the ability to work under pressure and be able to meet deadlines. (A / I)
- Proven ability to prioritise workloads with an understanding of the need to balance competing pressures. (A / I)
- Enthusiasm and a passion for educating young people. (I)
- A good sense of humor. (I)
- High personal standards. (I)

- A clear commitment to the School's Strategic Vision. (A / I)
- A clear commitment to our pupils and their learning, wellbeing, and safety. (A / I)
- Able to apply school policies and practices professionally. (A / I)
- A commitment to equality. (A / I)

Other Relevant Information eg. working hours or desirables (only if applicable)

This role is 35 hours per week during term time plus 3 INSET days.

Recruitment - Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form to **CLFS- Recruitment@cityoflondon.gov.uk, by 9am on Thursday 25th June 2026. Interviews will be held the week commencing Monday 29th June 2026.**

Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).