Reviewed Spring Term 2026

Mayfield School
being the best that we can be

Emotional Literacy Support Assistant (ELSA)
Person Specification

Qualifications & Training	Essential	Desirable
To have a good standard of education, including GCSE (or equivalent) Grade 4/C or above in English and Mathematics	x	
Current Emotional Literacy Support Assistant (ELSA) qualification or willingness to undertake ELSA training.	x	
Commitment to ongoing professional development.	x	
Training in safeguarding, mental health, trauma-informed practice, restorative practice or therapeutic approaches.	x	x
Relevant Level 3 qualification in Supporting Teaching and Learning, Childcare, Youth Work, Counselling Skills or equivalent.	x	x
Experience		
Experience of working with children or young people in an educational, youth, health or community setting.	x	
Experience of supporting children or young people with emotional, social or behavioural needs.	x	
Experience of maintaining accurate records and handling confidential information.	x	
Experience of working within a school pastoral or safeguarding team.		x
Experience of delivering one-to-one and small group interventions.		x
Experience of working with external agencies and multi-agency professionals.		x
Knowledge & Understanding		
Knowledge of ELSA principles and intervention approaches.		x
Understanding of child development and the emotional needs of children and young people.	x	
Understanding of safeguarding and child protection responsibilities.	x	
Awareness of professional boundaries, confidentiality and data protection requirements.	x	
Knowledge of mental health support pathways for children and young people.		x

Skills & Abilities		
Excellent communication and interpersonal skills, with the ability to build positive relationships with children, families and colleagues.	x	
Ability to deliver workshops or wellbeing activities.		x
Experience using school management or case management systems.		x
Ability to listen empathetically and communicate with sensitivity and professionalism.	x	
Ability to plan, deliver and review targeted interventions.	x	
Ability to maintain accurate records and produce reports where required.	x	
Good organisational skills and the ability to manage a varied caseload effectively.	x	
Good IT skills, including Microsoft Office applications.	x	
Ability to work independently whilst contributing effectively as part of a wider pastoral and safeguarding team.	x	
Personal Attributes		
Calm, patient and emotionally resilient.	x	
Compassionate, approachable and able to establish trust with children and young people.	x	
Professional, reliable and able to maintain confidentiality.	x	
Flexible and adaptable to meet the changing needs of the school.	x	
Committed to equality, inclusion and promoting the wellbeing of all students.	x	
Demonstrates integrity, professionalism and a commitment to safeguarding.	x	
A willingness to undertake First Aid training as required.	x	
Commitment to equality, diversity and inclusion.	x	
Willingness to undertake further professional development.	x	
Commitment to safeguarding and promoting the welfare of children and young people.	x	