



# MEONCROSS SCHOOL

APPOINTMENT OF  
**EMOTIONAL LITERACY**  
**SUPPORT ASSISTANT**  
COMMENCING SEPTEMBER 2017



---

## AN INTRODUCTION TO MEONCROSS

---

Meoncross School is a co-educational independent school, offering an outstanding academic journey from Nursery to Sixth Form, located on the south coast of Hampshire. Our aim is for every pupil to realise their full potential and where every child is an individual.

The school motto ‘Luctor et emergo’ underpins all we do here at Meoncross; the Latin phrase which appeared on the original school badge in 1953 and is best translated as “I strive and I emerge”.

We seek to embed this ethos into the daily life of the school by teaching our pupils that only through hard work will they achieve success. We do this through the challenges set in every lesson, to those experienced on stage and the sports field and in the opportunities for leadership that they have at every age. We want to build their resilience and their willingness to test themselves since those qualities are at the heart of our core values and are essential to a rewarding and happy adult life.

We strive to understand the challenges faced by each child by getting to know them very well indeed. Our staff keep a close eye on the progress of each individual, discussing them by name at regular formal and informal meetings. Only in this way can we tailor the support we offer them because every child has their own challenges to overcome. We strive to help them as individuals rather than as a cohort. To this end, we introduce academic mentors as they enter the Upper School. Most importantly, we look to celebrate their successes in school or outside it; supporting them to achieve their ambitions.

The quality of our teaching has been independently judged as ‘outstanding’ and is underpinned by meticulous planning to ensure that our high standards of academic attainment are maintained. When you combine this with our approach to building a lifelong set of values and a determined work ethic, it is small wonder that we are proud of our leavers.



Mrs Sarah Ebery, BSc(Hons), Med  
Headmistress





---

## SAFEGUARDING

---

All young people deserve the right to live and learn in a safe and happy environment.

All Meoncross School, staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policies and Procedures.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.





---

## EMOTIONAL LITERACY SUPPORT ASSISTANT

---

We currently have an exciting opportunity for an experienced ELSA to work in the Lower School, where you will work in partnership with the Learning Support and Lower School teaching teams, to ensure that all pupils gain the self-esteem and confidence to ensure that they achieve their potential. Working in a classroom environment amongst our small classes, as well as with specific groups of children, you will play a vital role in planning and delivering individualised programmes of support to help pupils to develop their emotional literacy.

## JOB DESCRIPTION

<b>Post Title</b>	<b>Emotional Literacy Support Assistant</b>
<b>Core Purpose</b>	<p><b>To provide ELSA support to classes and individuals on a needs analysis basis.</b></p> <p>“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering, or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.”</p>
<b>Reports to</b>	<b>SENCO</b>
<b>Core responsibilities</b>	<ul style="list-style-type: none"> <li>• To support children with emotional and behavioural difficulties to enable them to effectively access the curriculum</li> <li>• Plan and deliver individualised programmes of support for children to develop their emotional literacy including:             <ul style="list-style-type: none"> <li>• Awareness of their own and other people’s emotions</li> <li>• Development of an increased range of emotional vocabulary</li> <li>• Management of stress, grief, anger and conflict</li> <li>• Development of social interaction skills</li> <li>• Development of the ability to initiate and maintain friendships</li> <li>• Promotion of a realistic concept of good self-esteem</li> </ul> </li> <li>• Support and encourage a learning environment in the classroom which allows children to develop their learning skills</li> <li>• Write succinct lesson plans and add subsequent evaluative comments</li> <li>• Liaise with other stakeholders about the needs and progress of children receiving support</li> <li>• Share knowledge and ideas from training/supervision sessions with other staff</li> <li>• Liaise with parents in line with school policies.</li> </ul>
<b>Principal Working Relationships</b>	<p><b>Internal: Pupils, Learning Support Team, Lower School Teaching Team</b></p> <p><b>External: Parents, External agencies (if necessary)</b></p>



	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headmistress to reflect or anticipate changes in the job commensurate with the grade and title.</p>
<b>Date</b>	<b>Signed</b>

## PERSON SPECIFICATION

### Skills Required

Has a warm personality and is able to stay calm under pressure	Essential
Demonstrates excellent interpersonal skills with children and adults	Essential
Is able to gain the confidence of, and build relationships with, children who are behaviourally challenging and lacking in self-esteem	Essential
Is able to work independently, as part of a team, and show initiative	Essential
Is able to plan programmes of support that incorporate variety, interest and pace as appropriate	Essential
Is flexible, according to the children's needs	Essential
Has a positive attitude	Essential
Is prepared to work with children aged between four and eleven, both inside and outside of the classroom	Essential

### Knowledge Base

Has good numeracy and literacy skills	Essential
An understanding of how the extracurricular provision in a school contributes to a character education.	Essential

### Qualification/Attainment

ELSA Training	Essential
Valid First Aid Certificate or willingness to complete	Desirable
Excellent IT skills including Word/Excel and willingness to develop further skills in this area.	Essential
Experience of delivering lectures/lessons/presentations to differing audiences	Desirable

## Experience

Has had recent and successful experience of working with primary aged children	Essential
Experience of coordinating multiple tasks, projects and events.	Essential
Strong communication skills with the experience of working within a diverse and busy school.	Essential

## Attitude/approach

A charismatic personality able to engage and enthuse	Essential
Able to work under pressure and meet deadlines.	Essential
Proactive and forward thinking – always identifying what can be done to improve the function and activities	Essential
Reacts positively and promptly to changing situations and is able to flex their ideas and style effectively	Essential



---

## SALARY AND PENSION

---

Salary / Hourly rate will be dependent upon experience.

Staff receive a midday meal free of charge during term time.

The school is committed to staff development: there is an annual performance management scheme and regular opportunities for in-service training. We run an Induction Programme for all new staff.

A reduction in school fees from Nursery onwards is available to full-time staff; for part-time staff, the fee reduction is calculated pro rata.

---

## HOW TO APPLY

---

A letter of application together with a completed application form for the attention of Miss Sue Watson, to [recruitment@meoncross.co.uk](mailto:recruitment@meoncross.co.uk)

Applicants selected for interview will be informed within a week of the closing date for application. Applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful. Candidates short-listed for interview will be required to bring proof of qualifications and their right to work in the UK to interview.

**Closing Date:** 12 noon, Monday 26 June 2017

**Interviews:** Provisionally, Tuesday 4 July 2017

Meoncross School  
Burnt House Lane  
Stubbington  
Hampshire  
PO14 2EF

01329 662182

[recruitment@meoncross.co.uk](mailto:recruitment@meoncross.co.uk)

[www.meoncross.co.uk](http://www.meoncross.co.uk)