

# JOB DESCRIPTION

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**TITLE:** ELSA Coordinator

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**GRADE:** Scale 7

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**RESPONSIBLE TO:** Deputy Group Curriculum Director

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## **PURPOSE OF JOB:**

- Co-ordinate the ELSA support service for identified students across NCC campuses.
- Plan, develop, coordinate and deliver ELSA support sessions for identified learners, ensuring appropriate records and registers are kept by all staff delivering ELSA.

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To ensure that data is handled in line with the General Data Protection Regulations.

### **2. In common with all other staff:**

- 2.1 To participate in college-wide projects and tasks.

- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.
- 2.4 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.5 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.
- 2.6 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.

### **3. Particular to the Post:**

- 3.1 Coordinating and at times delivering ELSA support to learners with a range of SEMH needs as identified within EHCP's or whilst at college.
- 3.2 Ensure appropriate records are kept for all delivery of ELSA support to learners.
- 3.3 Coordinate and direct staff as appropriate to ensure ELSA support is delivered and monitored effectively.
- 3.4 Devise and develop creative and engaging ways to deliver to ELSA support to students, ensuring that support is appropriate and relevant and complies with ELSA support regulations.
- 3.5 Liaise with staff across the college, gathering feedback to improve the service and ensure it is tailored to meet the needs of identified students.
- 3.6 Create ELSA resources to support delivery.

### **4. Person Specification:**

- 4.1 Possession of appropriate ELSA qualification and 2-years' experience of delivering ELSA support
- 4.2 Understanding and experience of supporting learners with a range of additional support needs, learning difficulties and/or disabilities.
- 4.3 Excellent interpersonal skills, in particular the ability to work effectively with staff, learners, parents and support staff.

- 4.4 Experienced in coordinating other staff, working with your SCM to direct them as needed to ensure the best service for students.
- 4.5 Ability to work independently and as part of a team.
- 4.6 Ability to manage change and work under pressure.
- 4.13 An awareness and understanding of the pastoral and academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively;
- 4.14 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.15 Excellent organisational and administrative skills, including IT skills.
- 4.16 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.
- 4.17 Experience of coordinating and providing one to one and group support, preferably in an educational setting.
- 4.18 Flexible 'can do' approach and willingness to work outside of normal office hours when required.

**Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.