

## **Job Description: Higher Level Teaching Assistant (HLTA) – ELSA & Enrichment Lead**

Bishopswood is a special school based in Sonning Common, South Oxfordshire (Berkshire border), and is part of the Propeller Academy Trust. We provide specialist education for children aged 2 — 16 years with severe (SLD) or profound and multiple learning difficulties (PMLD) and complex needs, including those children with ASD. The school is part of The Propeller Academy Trust.

### **Main Purpose**

To lead the emotional literacy (ELSA) programme and coordinate whole-school enrichment opportunities, including the planning and delivery of internal clubs and external visits. The postholder will support the emotional wellbeing of pupils with severe to moderate learning difficulties and create engaging, inclusive enrichment experiences that broaden pupils' opportunities and confidence.

### **Key Responsibilities**

#### **ELSA Support**

- Deliver structured 1:1 and small group ELSA sessions to support pupils with social, emotional, and mental health needs.
- Work closely with the Inclusion/SEND team to identify pupils needing ELSA support and track progress.
- Liaise with teachers, families, and external professionals to ensure joined-up support.
- Contribute to the development of a nurturing and emotionally responsive school culture.
- Attend supervision and relevant CPD to maintain ELSA practice.

#### **Enrichment Leadership**

- Coordinate the school's enrichment programme including internal clubs, visiting workshops, and celebration days.
- Plan and lead a varied schedule of internal lunchtime and after-school clubs across the school year.
- Organise external visits and trips, including liaison with venues, transport providers, and staff.
- Ensure all enrichment activities and visits are inclusive, accessible, and risk assessed.
- Maintain an overview of enrichment provision across departments and ensure a balance of opportunities for all pupils.

#### **Teaching and Learning Support**

- Support and lead in-class learning activities where appropriate.
- Provide input into planning and target setting, particularly for pupils receiving ELSA support.

- Contribute to the whole-school ethos by promoting engagement, confidence, and wellbeing through enrichment.
- Supervise pupils during off-site activities, ensuring safety, engagement, and adherence to school policy.

### **Leadership and Staff Development**

- Train and support other staff in delivering ELSA-informed strategies and club activities.
- Promote the inclusion of enrichment and wellbeing approaches into the wider curriculum.
- Contribute to CPD and INSET on ELSA and enrichment.

### **Safeguarding and Wellbeing**

- Work within school safeguarding procedures and attend safeguarding training.
  - Maintain accurate records of ELSA and enrichment activities and pupil impact.
  - Ensure all visits, clubs, and workshops meet the school's health and safety standards.
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### **Person Specification: HLTA – ELSA & Enrichment Lead**

Criteria	Essential	Desirable
Qualifications	HLTA qualification or willingness to complete ELSA qualification or willingness to train	First Aid training Minibus or driving license Visit Leader training
Experience	Supporting children with social, emotional and mental health needs Planning enrichment or extracurricular activities Experience with children with SEN	Coordinating trips or external visits Experience leading clubs or informal learning sessions
Skills & Knowledge	Understanding of emotional development and trauma-informed practice Organised and proactive event planning Ability to communicate with a range of stakeholders (pupils, families, staff, external providers) Strong behaviour support and interpersonal skills	Knowledge of therapeutic strategies Experience using tools for emotional assessment (e.g. Boxall Profile)
Personal Qualities	Passionate about enrichment and emotional wellbeing Warm, empathetic, and child-centred Creative and resourceful Committed to inclusive education and continuous professional development	Confidence in leading group sessions across varied age ranges

**Last review date:** June 2024

**Next review date:** June 2025

**Headteacher/line manager's signature:**

**Date:**