



Job Description and Person Specification

Role: Pastoral Support/ELSA (3rd September 2026, Permanent)

Line Managed by: Headteacher/SENCO

Contract Hours: 8.15-4.30 Mon-Wed, 8.15-3.45 Thursday and Friday

Term Time plus 2 INSET days (30 min lunch)

Salary:

Closing Date: Monday 15th June 2026

Overview of the role

Manford Primary School is on the searching for someone who has a passion for supporting children, removing barriers to learning and enabling children to reach their full potential. This is a key role for Manford, to continue and further develop our excellent safeguarding practices as well as to champion mental health across our school community. The successful candidate will deliver bespoke social, emotional, and mental health interventions and provide tailored, nurturing support for children to recognise and manage emotions, ultimately reducing barriers to learning. Alongside this, they will work with the school's leadership, Senco, Safeguarding Team and external agencies to identify areas requiring a particular focus, relating to the national and local contexts and manage day to day concerns.

Core Responsibilities & Duties

- **Individual/Group Intervention:** Plan and deliver individualised sessions for children, covering areas like emotional literacy, self-esteem, anger management, social skills, and bereavement.
- **Establish Relationships:** Create safe, caring, and trusting relationships, offering a "nurturing space" to listen to children, encouraging them to discuss worries.
- **Liaison & Collaboration:** Meet with teachers and Inclusion Leaders to identify children needing support and provide feedback on progress.
- **Resource Development:** Create and use specialised resources for interventions, including games, stories, and therapeutic activities.
- **Record Keeping:** Maintain confidential records of sessions, progress, and targets.
- **Professional Development:** Attend mandatory supervision sessions (ELSA) with an Educational Psychologist, typically held on a half-termly basis.

Core Competencies & Personal Attributes

- **Empathy & Patience:** Ability to build rapport with vulnerable children or those with behaviour or communication challenges.

- **Confidentiality:** Maintaining strict confidentiality in line with school safeguarding policies.
- **Communication Skills:** Collaborating effectively with staff and liaising closely with parents to maintain or establish positive relationships which allow pupils to thrive. Confident communication with external agencies.

Key Focus Areas

- **Emotion Regulation:** Teaching children to understand their feelings and build resilience. Supporting the school's behaviour policy.
- **Social Skills:** Fostering friendship skills and positive interaction.
- **Academic Support:** Improving academic engagement by removing emotional, attendance and wider barriers, for example for a family requiring short-term support.

Person Specification

	Essential	Desirable	Assessment
Maths and English GCSE Grade 4 or above or equivalent	✓		A
A high level of spoken and written English	✓		A,I
Safeguarding level 2 qualification		✓	A,I
Relevant further qualifications (e.g. NVQ/HLTA)		✓	A
Recent experience as part of a Safeguarding Team		✓	A,I
Experience of working in a school environment		✓	A,I,R
Experience of working in role supporting children and/or families	✓		A,I,R
ELSA qualification		✓	A,I
A positive approach	✓		A,I,R
A commitment to school-wide engagement and improvement	✓		A,I,R

A=Application Form, I=Interview process, R=References