# A group of people holding hands Description automatically generated with low confidence

# **Emotional Literacy Support Assistant**

# **Training Contract 2023-34**

### Commitment from Odgers Psychology

By signing up to the Emotional Literacy Support Assistant Training Contract 2023-24, Odgers Psychology will provide the following:

* A 45 minute online introductory meeting to ELSA training.
* Six units of ELSA training. For each unit, ELSAs will:
  + Watch two or three online videos (approximately 1 – 1.5 hours in total).
  + Do homework activities (approximately 1 hour).
  + Attend a four-hour face-to-face group training session.
* Links to videos and other course materials will be made available to delegates approximately 2 weeks before the group session.
* ELSAs will complete approximately one unit of training every month. Dates of face-to-face session will to be confirmed before the introductory meeting.
* ELSAs will receive two course books: Excellent ELSAs by Sheila Burton and Emotional Wellbeing: An Introductory Handbook for Schools by Gillian Shotton and Sheila Burton.

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| --- | --- | --- |
| **Unit** | **Topic covered** | **Who should attend** |
| Online introductory meeting | Explanation of how the training will be delivered and an opportunity for ELSAs to ask any questions they wish. | ELSAs.  Line managers may wish to attend to understand the logistics of ELSA training. |
| Unit 1 | An introduction to ELSA training for ELSAs and their line managers.  Emotional literacy in schools | ELSAs.  Line managers should attend the first two hours of this face-to-face session. |
| Unit 2 | Self-esteem. Security and belonging (friendships) | ELSA |
| Unit 3 | Self-esteem. Motivation, competence and self-hood. | ELSAs |
| Unit 4 | Managing emotions, including using therapeutic stories.  Emotionally based school avoidance | ELSAs |
| Unit 5 | Supporting children through bereavement & loss. | ELSAs |
| Unit 5 | Social skills / social understanding for pupils with autism.  Active listening and reflective conversations | ELSA |

### ELSA Registration

ELSAs will have to attend all modules to be eligible to be registered as an ELSA.

To maintain their ELSA status once initial ELSA training has been completed, ELSAs will need to attend regular group supervision. Supervision is provided every half term and lasts for two hours. ELSAs must attend at least four out of six supervision sessions each year to maintain their ELSA registration.

### Commitment from school

Schools will need to commit to provide the following:

***Time for ELSAs and their line managers to attend initial training.***

* ELSAs will need to attend the 45 minute online introductory training. Line managers may also wish to attend.
* ELSAs will need to be given time to complete 6 units of training. For each unit of training, ELSAs should be provided with time to:
  + Watch 2-3 videos (approximately 1-1.5 hours in total)
  + Complete homework activities (approximately 1 hour).
  + Attend a four-hour face-to-face training session.
* Line managers should attend the first two hours of Unit 1 face-to-face training alongside their ELSA and in advance of this session, watch the Unit 1 video “The ELSA project: An introduction for ELSAs and their line managers (approximately 30 minutes).

***Time for ELSAs to attend supervision.***

* ELSAs will need to be released to attend half-termly supervision with an educational psychologist. Each supervision lasts 2 hours. ELSAs must attend at least four out of six supervision sessions each academic year to retain their ELSA status.

***Time for ELSAs to deliver interventions.***

* Schools will need to ensure that their ELSA words for at least one day a week in their ELSA role. For schools with under 100 pupils, this can be reduced to half a day a week.
* This should include protected time for ELSAs to plan their interventions.

***Place***

* ELSAs should be provided with an appropriate quiet and private space in school for ELSAs to work with students.

***Budget***

* ELSAs should be provided with a small budget (e.g. £150-£250 per year) to buy resources to help them to deliver interventions.

***Line management support.***

* The ELSA’s line manager and ELSA will need to agree and set up an appropriate referral system.
* The line manager will need to maintain an overview of cases. The line manager should help the ELSA to identify appropriate referrals, prioritise casework and manage waiting lists.
* The line manager should ensure that the ELSA is able to work with children consistently, for example minimizing disruptions such as using ELSAs for cover in the classroom which would result in cancelled sessions.
* The line managers should support the ELSA to ensure the wider school understands the type of work that ELSAs carry out and the scope of the role to ensure referrals are appropriate. It is important that those in school have a realistic understanding of what ELSAs can expect to achieve when working with children and young people.
* Line managers should support ELSAs to monitor and review the impact of their work.

**If you sign up to ELSA training, you are committing your school to providing the support listed above.**

### Cost

£660. This includes initial training and two course books.

Once trained, ELSAs will need to attend group supervision every half term. Supervision costs for the academic year 2024-25 have not yet been confirmed but are likely to be around £250 per year.

Fees must be paid before the introductory meeting in October 2023.

### How to sign up

Please complete the form on the next page. This should be signed by the head teacher or other authorised manager.

The form should be returned to Nicky Odgers, at [nicky@odgerspsychology.com](mailto:nicky@odgerspsychology.com).

**Odgers Psychology ELSA Training Contract 2023-24**

**School Details**

|  |  |
| --- | --- |
| Name of School |  |
| Address of school |  |
| School phone number. |  |
| Details of where invoice for training fees should be sent. Please include name, role and email address. |  |

**Details of ELSA**

|  |  |  |
| --- | --- | --- |
|  | **ELSA 1** | **ELSA 2** |
| Name of ELSA |  |  |
| Email of ELSA |  |  |
| Role of ELSA |  |  |

**Details of ELSA’s line manager**

|  |  |
| --- | --- |
| Name of line manager |  |
| Role of line manager |  |
| Email of line manager |  |

**Confirmation of terms of agreement**

I confirm that I have read and agreed to the terms of involvement outlined in the Odgers Psychology ELSA Training Contract 2023-34. I agree our school will provide the support outlined in the “Commitment from School” section of the training contract.

(To be signed by the head teacher or other authorised manager)

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Role |  |
| Date |  |

### Please return this form to Nicky Odgers at [nicky@odgerspsychology.com](mailto:nicky@odgerspsychology.com).