

Emotional Literacy Support Assistant (ELSA) Supervision Contract

Cognus Educational Psychology Service

An essential part of the ELSA initiative is the ongoing support of EPs to continue to build the competence and confidence of ELSAs, and to maintain the fidelity of the programme. After completion of the training, ELSAs are required to attend half-termly group supervision sessions provided by an Educational Psychologist (EP). ELSAs will be grouped by age phase where possible and supervision sessions will last approximately two hours.

There is an expectation, that following the first academic year (where supervision costs are charged as part of the initial training fee), schools will continue to purchase EP-led supervision for their ELSA. The fee from September 2024 will be **£175** per ELSA. This fee includes 6 x 2 hourly sessions facilitated by an EP (some years the 6th session will instead be a Summer Workshop).

To adhere with national ELSA guidance, we are required to monitor Sutton's ELSA Register. We will be informing schools following non-attendance at supervision sessions and unfortunately have to remove names from the Register on an annual basis if **fewer than 4 sessions are attended** (if an ELSA only attends three, two, one or no sessions). If trained ELSAs do not continue to access EP-led supervision, they should no longer undertake this work; nor should they use the role title of ELSA. They will be taken off our register of trained ELSAs and will be unable to access further professional development opportunities or receive ongoing certification.

It will be possible for ELSAs to re-join the register if they begin to attend supervision again, and reasonable circumstances which prevent an ELSA from attending will be acknowledged so long as they are raised in good time. In line with this we will be providing annual certificates to ELSAs to recognise their continued registration.

When signing up for ELSA supervision for 2024-25 we request the **online form to register** the ELSA's details as well as the **Cognus Order Form for invoicing purposes**. It is necessary for us to receive this information so that we are able to continue delivering ELSA training as a service.

Commitment from Educational Psychology Service

As an EPS we commit to provide ELSAs with half-termly group supervision by an Educational Psychologist within the team. We endeavour to offer a consistent EP over time and groups of no more than 12 ELSAs. The EP will take responsibility for organising the group and for communicating with group members, as well as recording the attendance of ELSAs. The EP involved with supervision will take part in twice yearly supervisors' meetings led by our lead EPs for ELSA and will themselves receive regular supervision.

Commitment from School

The school will provide ELSA trained members of staff with a protected period of time each week to undertake ELSA work. This will predominantly involve time to plan and deliver programmes of support to individual pupils nominated by the school but could also include supporting whole-class or whole-school initiatives. A member of the teaching staff should be nominated to line-manage the ELSA.

The school will allocate money for the purchase of appropriate emotional literacy resources to enable ELSAs to develop an appropriate bank of resources in response to needs.

The school will provide an appropriate place for the ELSA to work.

Name of school:(see Q.1 online form)

We agree to the terms of involvement outlined above. We agree to release each ELSA for half-termly supervision sessions. We agree to continue to purchase EP-led supervision sessions in order to maintain the role. We agree to allocate time each week, as specified, to ELSAs to fulfill their responsibilities.

Signed by the line manager & the ELSAs :(see Q.8 online form)

Additionally, we will need you to return **the Cognus Order Form** to us at: sutton.elsa@cognus.org.uk

And to complete the online form to register each ELSA:

<https://forms.office.com/e/QWwNtnjt2J>

NB - CONFIRMATION OF A SUPERVISION GROUP PLACE WILL ONLY BE RECEIVED ONCE THE Cognus Order Form HAS BEEN RETURNED & the online Registration form submitted.

