



## **Job Description**

### **Primary Learning Assistant (PLA)**

#### **Grade 4**

#### **Reportable to the Principal and Assistant Principals**

#### **Purpose of the role**

You will be expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. You will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils.

You would be expected to:

- plan and implement teaching and learning activities to individuals and groups
- nurture and inspire, challenge and motivate pupils
- establish supportive and constructive relationships with pupils, parents, carers and the wider community

#### **Support for the Children**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Attend to pupils' personal needs, including minor first aid and provide advice to assist their social, health and hygiene development.

#### **Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc



- Promote high standards of behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical / admin support, e.g. photocopying, filing etc.

#### **Support for the Curriculum**

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### **Support for the Academy**

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at break and lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.





**Appendix 3**

**PLA/HPLA Person Specification**

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> <li>Ability to use language and other communication skills that pupils can understand and relate to</li> <li>Ability to establish positive relationships with pupils and empathise with their needs</li> <li>Ability to demonstrate active listening skills</li> <li>Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task</li> <li>Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> <li>Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills</li> </ul>		Application/Interview





	<ul style="list-style-type: none"> <li>Ability to assist in the recording of lessons and assessment as required by the teacher</li> <li>Ability to offer constructive feedback to pupils to reinforce self-esteem</li> <li>Ability to work effectively and supportively as a member of the school team</li> <li>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc</li> </ul>		
Education & Qualifications	<ul style="list-style-type: none"> <li>A good standard of education particularly in English and Mathematics</li> <li><b>NVQ Level 3 for a Grade 5 Post (or equivalent)</b></li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 for Teaching Assistants or equivalent <b>(for a Grade 4 post)</b></li> </ul>	Application/Interview
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>Knowledge of SEN Code of Practice</li> <li>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</li> </ul>	<ul style="list-style-type: none"> <li>Where appropriate, to know and apply positive handling techniques</li> </ul>	Application/Interview
Experience	<ul style="list-style-type: none"> <li>Experience of supporting children in a classroom environment, including those with special educational needs</li> <li>Experience of using Information Technology to support pupils in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a whole school initiative</li> </ul>	Application/Interview
Personal Attributes	<ul style="list-style-type: none"> <li>Willingness to participate in further training and developmental opportunities</li> </ul>		Application/Interview





	<p>offered by the school and county, to further knowledge</p> <ul style="list-style-type: none"><li>● Willingness to maintain appropriate confidentiality on all school matters</li><li>● Sympathetic to the mission, values and commitments of BFET</li></ul>		
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