Primary Learning Assistant
Line manager: Phase Leader and Class Teacher

The Primary Learning Assistant (LA) is expected to:

- promote the values of the school vision statement
- ensure all school policies are followed consistently
- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the school
- promote a school culture that is happy, purposeful and productive
- develop good working relationships with all staff and pupils and take an active interest in the whole school organisation
- maintain a professional attitude and appreciate and support the role of other professionals

General Responsibilities

- Contribute to raising educational standards and achievement.
- Contribute to and support the priorities established in the school development and curriculum plans.
- Establish a good standard of discipline by encouraging a positive approach to study, by building productive relationships with pupils and being a good role model.
- Support the progress and well being of all pupils by promoting the 'Golden Rules' and following a positive approach to behaviour management.
- Attend and contribute to department meetings, staff meetings, parent meetings, training and development sessions, as and when required.
- Participate in weekly planning meetings with the class teacher to plan and share the responsibilities for the forthcoming week/s e.g. classroom and resource preparation, pupil support, duties, special events and display.
- Read the notice board and open emails daily to keep up to date with weekly events and announcements.

Working with Children

- Encourage an enthusiasm for learning.
- Encourage children's oral language through play, books, stories and personal interaction.
- Be aware of the learning objectives (WALTs) for every lesson supported.
- Work with individuals or groups of pupils following the WALT and activities as instructed by the teacher.
- Support differentiated group work in English and Maths lessons.
- Support and encourage pupils to reach their individual targets.
- Encourage responsibility, independence and independent learning.
- Support and lead guided reading groups under the supervision of the teacher.
- Encourage pupils to interact with others and engage in activities led by teachers.
- Carry out supervisory duties in accordance with the published schedules.
- Support tracking of pupil progress by observing and recording pupil achievements and by offering on-going feedback to the teacher.
- Assist with pupil assessments, including marking work (see policy)
- Support class teachers on educational visits.
- Cover for absent learning assistants when required.

Pastoral

Use school systems effectively to support social development and well-being by:

- Providing emotional support and well-judged caring advice.
- Administering minor first aid (i.e. cream and plasters).
- Reporting any illness or concerns to the teacher
- Referring any medical problems or worries to matron.
- Creating a happy, safe environment to work and play.
- Identifying and reporting early signs of bullying and disruptive behavior.
- Fostering positive self esteem by offering encouraging comments.
- Offering positive reinforcement (merit points, stickers).
- Ensuring pupils wear the appropriate uniform.
- Liaising with class teachers about pupils who are having problems in lessons.
- Encouraging a feeling of enthusiasm for the subject being taught.
- Showing respect and understanding for the culture in which they work.

Classroom Responsibilities

- Assist with classroom preparation as discussed in planning meetings and/or prescribed in lesson plans.
- Organise equipment e.g. labelling boxes and books.
- Distribute books, materials and equipment as needed.
- Maintain the cleanliness and order of the classroom and resources.
- Maintain a safe and effective working environment and report maintenance and housekeeping issues to administration.
- Assist the class teacher in creating displays of pupils' work that will encourage interaction and further learning.
- Prepare resources e.g. laminating, photocopying, media presentations.
- Assist the class teacher by assembling necessary equipment e.g. sand, paint, laptops etc
- Help source (and return) resources from the library, internet etc for relevant topics.

Administrative Responsibilities

- Read and be aware of the targets in the annual Primary Development Plan.
- Read and be aware of what information is available in the 'staff handbook' ..\..\Handbooks\Guidance for New Primary LAs 2016-17 June 2016.doc
- Keep to published deadlines.
- Assist with the distribution and collection school letters, trip money and homework etc.
- Assist with the filing of planning sheets, assessment records and educational resources and support teachers with data collection and updating the database.
- Support the vetting of new resources following the school vetting policy guidelines.
- Shred confidential papers and photographs when required.
- Carry out stock checks and support co-ordinators with the administration of orders.
- When required, help to check the arrival of new stock and inform co-ordinator/s and administration of any errors.
- Help organise and participate in activities for special events e.g. Science Day, National Day, and Assemblies etc.
- Be responsible for inputting and managing data with Phase Leaders and PLT

- Manage iPads with the Computing Teacher

Professional development

- Participate and contribute to INSET activities/LA Training in order to keep up to date with developments in primary education, the subject of responsibility and in education generally
- Participate and contribute to cross-curricular activities and initiatives within the school day.
- Share skills and knowledge and help colleagues improve.
- Model good practice and mentor new teaching assistants.
- Share ideas about teaching and learning.
- Support other teachers and LAs in developing new materials.
- Where relevant, take on responsibilities within Primary as part of an ongoing process of staff development.
- Maintain links across the whole school.