



JOB DESCRIPTION

Personal Learning Support Assistant (PLSA)

Supporting a Year 4 Pupil

Full Time or Part Time (Job Share Considered)

Start: September 2026 (Initial one-term contract, likely to extend)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Information:	Reporting to:	Head of Learning Support (SENCO)
Summary of the role:	<p>We are seeking to appoint a dedicated and experienced Personal Learning Support Assistant (PLSA) to work on a 1:1 basis with a pupil in Year 4 from September 2026. Hours are 8:15am - 4.00pm Monday-Friday.</p> <p>This role is initially offered for one term, with a strong likelihood of extension.</p> <p>This is an excellent opportunity for a kind, patient and adaptable individual who is passionate about supporting children with additional needs to thrive both academically and socially within a nurturing school environment.</p> <p>The successful candidate will support a Year 4 pupil to access all areas of the curriculum and school life, promoting confidence, independence and a positive sense of self as a learner.</p> <p>The pupil is bright, motivated and sociable, with a physical disability following significant medical treatment. While cognitive understanding is broadly age-appropriate, their processing speed, working memory, fatigue levels and physical needs impact access to learning and participation at pace.</p> <p>They benefit from:</p> <ul style="list-style-type: none"> ● A calm, structured environment ● Additional time to process information and respond ● Learning broken into small, manageable steps ● Visual support and repetition ● Regular rest breaks and opportunities to regulate 	

<p>Main duties and responsibilities:</p>	<p>The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected for this role. Duties may vary from time to time, provided they remain consistent with the overall nature of the job and its level of responsibility.</p> <ul style="list-style-type: none"> ● Provide consistent, attentive 1:1 support throughout the school day ● Adapt learning tasks alongside the class teacher and Learning Support team ● Break down instructions and check understanding ● Support the use of alternative methods of recording (e.g. technology, scribing, visuals) ● Supporting access to a modified PE curriculum, under the guidance of the PE department and SENCo ● Encourage independence while providing appropriate scaffolding ● Allow additional time for communication and support others to understand responses ● Manage fatigue through pacing, flexibility and planned breaks ● Support attention and engagement through clear routines and prompts ● Follow and embed recommendations from therapy programmes, including Speech and Language Therapy and Physiotherapy, within the school day, either on a 1:1 basis or within a small group ● Promote positive peer interaction and inclusion
<p>Additional Information and responsibilities:</p>	<p>Physical, Mobility and Care Support</p> <p>The pupil has physical and mobility needs and requires careful supervision and support throughout the day:</p> <ul style="list-style-type: none"> ● Requires 1:1 adult supervision for safe movement around the school site ● Uses crutches as the primary means of mobility, with access to a walker if needed ● Balance and coordination vary depending on fatigue and environment ● Requires support with transitions, positioning and safe access to learning spaces <p>Important:</p> <ul style="list-style-type: none"> ● The pupil should not be physically lifted ● The role focuses on supervision, positioning and enabling safe movement, not manual handling ● Clear pathways, anticipation of risk and careful pacing are essential

	<p>The role also includes supporting aspects of personal care, always with sensitivity, dignity and a focus on developing independence.</p> <p>Supporting Learning and Development</p> <p>The pupil requires a personalised approach to learning:</p> <ul style="list-style-type: none"> ● Extra processing time and repetition ● Short, structured teaching sequences ● Opportunities for overlearning and reinforcement ● Use of assistive technology to support independence ● Adult support to verbalise understanding ● Encouragement to sustain motivation and resilience ● Support to manage frustration linked to communication or fatigue <p>Responsiveness and flexibility are key, as needs may vary across the day.</p>
<p>General Duties/Safeguarding</p>	<p>All staff, regardless of role, have a responsibility to ensure the highest levels of safeguarding and to promote the welfare of all pupils. We expect all staff and volunteers to share this commitment.</p> <p>If, in the course of carrying out these duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the safeguarding team or to the Head immediately.</p> <ul style="list-style-type: none"> ● Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact. ● Maintain a safe and inclusive environment, reporting any safeguarding or wellbeing concerns promptly. ● Work within school procedures and codes of practice. ● Undertake duties appropriate to the overall purpose of the role. ● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. ● Support and ensure equal opportunities for all. ● Contribute to the overall ethos of the School. ● Appreciate and support the role of other professionals. ● Participate in training, other learning activities, and performance development as required. ● Assist with pupil needs as appropriate during the school day.
<p>Person Specification</p>	<p>We are looking for someone who is:</p> <ul style="list-style-type: none"> ● Warm, patient and nurturing ● Calm, observant and highly responsive ● Able to balance support with promoting independence ● Confident supporting both learning and physical needs ● Skilled at adapting communication and expectations ● Positive, proactive and solution-focused ● A strong team player

	Experience of working with children with additional or physical needs is essential; a relevant qualification (e.g. NVQ Level 3 or equivalent) is desirable.
Salary & Benefits	<ul style="list-style-type: none"> ● Free lunch during term time, plus free tea and coffee all year round ● Free onsite parking ● 24-hour GP access through our health and wellbeing partner ● A free healthcare cashback plan, covering everyday health costs like dental, optical and physiotherapy ● An Employee Assistance Programme offering confidential support and advice ● Professional development and training opportunities ● Competitive salary and conditions
Terms & Conditions	All other terms and conditions are those as referred to in your letter of appointment and contract.