**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/C/019 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 3hrs per fortnight term time, 5hrs per week school holidays |
| Location of Work: | Blairhall |
| Contract Type: | 2 x Permanent |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 18 April 2019 |

**Role**

Personal assistants required to support 7 year old twins who are non verbal and have a diagnosis of autism. They are both very happy boys who are not afraid of new people. PAs need to be able to work as a team as we would like the boys to be supported individually as well as to go out together. This is a physically demanding role.

‘A’ likes rough and tumble games, playing on the trampoline, and doing activities with someone. He finds it difficult to engage in an activity on his own. He communicates by taking your hand and leading you to what he wants.

‘K’ is more likely to engage with and play with something on his own, is inquisitive and enjoys discovering new things. He will either show/point to what he wants or use Picture Exchange Communication System (PECS) to communicate.

Each of the boys has 3hrs support a fortnight to engage in social/leisure activities e.g. soft play, park, horse riding or activities at home, during term time which will either be at the weekend or an evening so you are required to be flexible over working days.

During the school holidays the boys each have 5hrs support a week to go out on day trips, take part in social/leisure activities as above and also swimming, The Yard and meals out.

We are looking for someone who is passionate about working with children, has relevant work experience with people with autism and is able to be flexible as hours of work will vary week to week.

**Duties and Responsibilities**

* Support to participate in social and leisure activities
* Go to fun days/events for children
* Preparing snacks
* Going for meals out during holidays
* Help with feeding
* Help with dressing
* Help with toileting
* Ensuring children’s safety
* Emotional and behavioural support

**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | Able to be flexible with working days | ✓ |  |
| E3 | Experience of supporting children with autism | ✓ |  |
| E4 | Able to work to own initiative and come up with ideas for things to do. | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E7 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E8 | Friendly, fun and playful | ✓ |  |
| E9 | Enthusiastic and passionate about the job | ✓ |  |
| E10 | Clean driving licence with access to a car with business insurance | ✓ |  |
| D1 | Training in autism and communication used by non-verbal children |  | ✓ |