**Job Description**

**Job Title:** Teaching assistant/Tutor/Personal Assistant

**Hours:** Negotiable, minimum of 10 hours per week

**Hourly Rate:** £12.00 per hour minimum depending on qualifications and experience.

**Job Purpose**

The roll is to support our son who has special educational needs, who is currently educated from home. Our son is 11 years old but due to his complex needs he is learning at EYFS and lower National curriculum levels. He has a very spikey profile with regards to his education levels and ability to engage in learning. He is also demand avoidant and this fluctuates depending on his level of anxiety, so experience and understanding of how to work with and support children with similar profiles is essential.

You will be supporting our son to access social activities and learning opportunities in the home and in the community at a wide range of venues.

You will work 2-1 with my son, this could be alongside parents or another member of his team. There may be times in the future when you fully understand his needs, where you will be 1-1 with him in the home for short periods.

The role will include basic household duties such as basic meal prep and cleaning up after our son.

It will also include basic record keeping with regards to recording and reporting on educational and personal progress and supporting and monitoring my sons day to day financial spends.

**About Our son**

Our son is 11 years old and is currently unable to access a school placement. He is struggling to engage with any formal learning and all learning has to be hidden in his every day activities, based on his own interests, self led and delivered flexibly to meet his fluctuating levels of anxiety and ability to engage.

He has a rare genetic condition, is autistic and has a learning disability but his biggest battle will always be his mental health due to previous trauma.

Our son has a brilliant sense of humour and is so much fun to be around when he is relaxed and anxiety levels are low. He makes friends everywhere he goes (mainly adults) and he is a favourite visitor at lots of local attractions.

When his anxiety is high and not well managed he can display behaviour that challenges and this is why he is 2-1. He needs to be with a familiar adult at all times so they are able to support with communication and understand and pre-empt his behaviour responses.

He is always on the go and likes to keep everybody on their toes and thinking outside of the box.

**Main duties**

Your main duty will be to support our son to engage with his education and social activities. This will include transporting him to his alternative provision and social activities and supporting him during these sessions. It will also include planning and delivering activities linked to educational subjects he has chosen to explore. You will play with our son and support him to engage in a wide range of activities, and support him to socialise and communicate appropriately with others.

You will be expected to support development towards the outcomes in his EHCP and Social care plan and full training and support will be given to support you with this.

You will be expected to undertake all aspects of our sons personal care and basic household duties.

You may be expected to support our other children if and when required.

**Further information**

Our son has complex needs and his behaviour and responses can sometimes be unpredictable which is why he is always 2-1 when outside the home. This is to keep him and others safe and to help manage his anxiety levels.

If our son is not well supported or is exposed to his trauma triggers he becomes anxious, and he can display behaviour that challenges. He struggles with PTSD symptoms and has very clear triggers and over time, his current team have become very experienced in supporting him with this. These can be explained and discussed in detail before the role starts. Support will be given by ourselves and our current team of PAs on how best to redirect our son to prevent situations from escalating.

**Communication**

Our son has a rare genetic condition, he is autistic, and he has a learning disability as well as several other diagnosis.

Our sons preferred form of communication is his voice. He also uses symbols and some Makaton. He has specific communication strategies from SALT which will be explained in more detail during induction.

He sometimes struggles to understand, and process spoken language and may need things to be explained or repeated so that he is able to understand and respond. He also has a stockpile of scripts/phrases he uses for different situations that have meaning to him but could be difficult for others to understand as they are often out of context. These are not hard to learn but it is important to him that you learn to understand these quickly.

His complex communication style means he needs support in all social situations to make sure his communication is appropriate and to develop a more natural two-way, conversation style.

**Mobility**

Our son’s mobility needs fluctuate and mean that he is a part time wheelchair user and that he might need support to navigate uneven surfaces when outside. My sons wheelchair is a manual chair and you may be required to push him in the chair for days out.

**Person Specification**

To be our son’s Personal Assistant you should:

* Have experience of supporting children with additional needs
* Be willing to learn about our son and his additional needs to provide the best care and support
* Be willing to work under our direction
* Be able to work flexibly to meet our son’s needs
* Be a non smoker
* Not consume alcohol when working with Kai
* Have good general health
* Be a driver and have a clean driving license (preferred)
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work in different settings
* Be comfortable working with another PA or family members to provide 2-1 support
* Not discuss our household and domestic circumstances with others, other than with my specific permission
* Keep information gained in the course of your employment confidential
* Be able to respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Respect our son’s privacy and that of our family and friends
* Be patient when doing repeated tasks
* Be happy and confident to support with all forms of personal care
* Be happy to work with animals
* Be happy to work outdoors in different weather conditions
* Have experience of living or working with others that are neurodiverse
* Have experience of working with children who have suffered trauma and be confident in supporting them using trauma informed practice
* Have experience of working with children who are demand avoidant and have experience on using low demand strategies
* Have experience delivering learning and social activities which are child led

You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.