Job Description

**Job title**: personal assistant (PA)

**Location**: Elswick, Newcastle Upon Tyne

**Hours**: 3.5 hours every other Saturday (term time)

10 hours per week (school holidays)

**Rate of pay**: £14.00 per hour

*Driver essential with full UK driving licence and use of own car.*

**Role Overview**:

We are looking for a warm, reliable, and proactive Personal Assistant to provide 1:1 support for Darren. The role involves engaging with him in his favourite activities while always ensuring his safety and well-being. This is a rewarding position for someone passionate about supporting young people with additional needs.

**About Darren:**

Darren is a happy, energetic 13-year-old boy who loves football, animals, swimming, going to the park, and soft play. He is a joyful and excitable young person who benefits greatly from 1:1 support. Darren is autistic and non-verbal, but he communicates effectively through gestures and guidance. He thrives in a safe, structured environment and enjoys spending time with someone who is patient, attentive, and fun. Darren travels best in the car so a driver’s licence and use of your own car to transport Darren is needed.

**Key Responsibilities**:

* Provide consistent 1:1 support in a calm, safe, and engaging manner
* Accompany Darren during activities like park visits, swimming, football, and soft play
* Always ensure his safety, including holding his hand in public due to lack of danger awareness
* Support Darren with personal care, including nappy changes
* Support Darren with snacks and drinks should he have them with him.
* Use non-verbal cues and routines to guide and support Darren effectively
* Monitor and respond to Darren’s emotional needs, including managing potential meltdowns or self-injurious behaviour with care and understanding
* Remain calm and supportive when Darren is screeching or expressing distress
* Encourage communication and interaction through play and routine
* Work collaboratively with Darren’s family

**Person specification**:

We are looking for a person who is:

* Calm
* Kind
* Positive
* Friendly
* Supportive
* Alert
* Quick thinker
* Physically fit to keep up with Darren

**Essential Requirements**:

* Experience supporting children or young people with autism or additional needs
* Understanding of non-verbal communication and sensory processing challenges
* Patient, empathetic, and calm under pressure
* Physically fit and active, able to keep up with an energetic child
* Committed to safeguarding and promoting the well-being of the child
* Driver’s license and own transport

**Desirable**:

* Background in SEN support, care work, or education
* Training in managing challenging behaviour