**Job Title:** Personal Assistant (2:1 Support for Young Girl with Autism)

**Location:** Fenham, Newcastle Upon Tyne

**Hours:** Term Time: 4.5 hours per week

School Holidays: 10 hours per week

**Rate of Pay**: £15.00 per hour

**Full UK driving license essential with use of own car**

**The Role:**

I’m looking for two fun, friendly and reliable personal assistants to support my daughter, Shannon, on a 2:1 basis. This role is focused on enabling her to enjoy activities in the community, develop independence, and build her social life—all while ensuring she remains safe and supported.

**About Shannon:**

Shannon is a happy, bubbly 12-year-old girl who loves to laugh and have fun. She is energetic, playful, and thrives on being active. Her favourite activities include:

* Trampoline parks
* Sensory-based play
* Music
* Painting
* Going out for food or snacks

Shannon is autistic and non-verbal. She uses a communication device (VOCA), although she needs encouragement to use it. She communicates well through gestures and guiding others. Shannon also has epilepsy (well-managed by medication) and possible OCD tendencies.

She requires constant supervision as she has no awareness of danger and needs support to stay safe—especially during potential meltdowns, when she may become dysregulated and harm herself. For this reason, she needs 2:1 support from confident and capable adults.

**Key Responsibilities:**

* Support Shannon to access and enjoy community activities
* Ensure her safety through dynamic risk assessments
* Hold hands or link arms with her when needed
* Respond calmly and professionally during dysregulation or meltdowns
* Supervise and support her with bathroom visits
* Provide snacks and meals
* Be alert to her medical needs, including epilepsy
* Engage actively with Shannon to ensure she is enjoying herself
* Encourage and support Shannon in using her VOCA device

**Person Specification:**

* To work with Shannon, you must be:
* Experienced in working with children with disabilities (Essential)
* Aware of and sensitive to the needs of autistic individuals
* Energetic and physically fit
* Fun, friendly, and approachable
* Calm, patient, and caring
* Skilled at setting and maintaining clear boundaries
* A quick thinker with a proactive approach

**Training:**

Any necessary training will be provided. Previous experience supporting children with autism, epilepsy, and/or non-verbal communication is highly desirable.

If this sounds like the role for you and you’d like to be part of helping Shannon thrive, please get in touch!