**JOB DESCRIPTION**

**JOB TITLE: FEMALE PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, companionship, personal and social assistance to a young girl with Non- Verbal Autism, Learning Disabilities, and Registered Blind with a severe sight impairment.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will sensitively and compassionately provide a range of assistance,

companionship and personal care.

**HOURS OF WORK:**

9 hours per week term time & 16 hours per week school holidays, to be arranged. Flexibility surrounding shifts is required and will include weekend work. Can be a shared post.

**BASE:**

Client’s home where she lives in Heaton, Newcastle Upon Tyne.

**REPORTING TO:**

Client’s parents.

**RESPONSIBILITIES:**

* Provide high quality support and companionship.
* Provide high quality care and full assistance with personal hygiene in a safe, sensitive, dignified, and respectful manner.
* Administer prescribed oral medication **ONLY** if required and authorised by child’s parents.
* Assist with and prompt mealtimes and regular drink intake.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in and enjoy social and recreational activities.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client’s parents, and others involved in the client’s care.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* Preserve dignity and support the client in maintaining as much independence as possible.
* Establish a close working relationship on a one-to-one basis and discuss and resolve any problems as they arise with the client’s parents.
* Be open in communication.
* Respect and take care with the client’s home, possessions, and equipment.
* Smoking is not permitted at any time whilst on duty – this includes when driving whether the client is in the car or not.
* Alcohol, or other mind-altering substances before or during shifts is prohibited.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client’s parent if you are going to be late or absent.
* Personal mobile phones should only be used in emergency situations when on duty.
* The client’s needs may vary daily and over time, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Previous experience of working with young children who require high levels of support on an individual basis. * Previous experience working with young people who require full support and assistance. * Experience and able to demonstrate working within the SEN sector of Education. * Able to demonstrate good understanding of the need to apply and follow safe working practices. * Excellent communication and observational skills, relevant to the client’s needs. * Reliable work record. * Car driver with clean driving licence (Preferred but not essential as a travel pass is available) * Satisfactory enhanced DBS checks and references.   **Please Note – full training will be given to support successful candidates to provide the specific care required for the client as well as ongoing updates.** |
| **Personal Requirements** | * Caring and compassionate. * Patient, motivated and enthusiastic. * Good sense of humour. * Sound common sense. * Willingness to always act in the client’s best interests. * Punctual and reliable. * Able to work effectively both as an individual using own initiative and collaboratively as part of a small team. * Good level of fitness required. |

This post is exempt under the Equality Act 2010 schedule 9 paragraphs 1 – 4.

**At the time of starting their employment, the successful candidate must have permission to work in the U.K.**