

Job Description for role of Personal Assistant (PA) to Sixth Form Student

Fixed Term Contract of 12 months

Hours can be tailored to suit the right candidate:

32.5 hours per week (9:00am to 3:30pm), term time only (39 weeks), paid at £12 per hour. This equates to £15,210 per annum

Objectives of the role:

To work under the guidance of the SLT member responsible for Curriculum / Sixth Form / SEN, with further input provided by the SENDCo, the client and the client's family, in:

- Supporting the learning and personal care needs of the client;
- Supporting the teaching of the client in their home setting, by colleagues from John Mason School;
- Support the client in realising their full academic and personal potential, helping them as they transition to the next stage of their learning and independence.

It should be noted that **this role will be undertaken in the home of the client** and, although there will be daily interaction with colleagues from the school, that the person appointed to this role will work predominantly with the client and their family.

A package of training and induction will be organised for the successful candidate.

Context:

You will be working for a client who is a student in John Mason School's Sixth Form. They are studying a range of courses, up to A Level standard, in: Philosophy; Sociology; Classics; Art; Science; English Literature; French and Latin. Their disability means that accessing the mainstream curriculum in school is untenable at present. As such, the student's teachers visit their home and, with the support of the Personal Assistant, deliver lessons in their home.

The client currently relies on *facilitated communication* to engage with their teachers. This involves using various technologies to *type* responses to questions. There are also significant care needs, mostly attended to by the family and carers, but applicants for this role ought to read the tasks outlined below to be sure that they fully understand the breadth of tasks expected of them in this role. This is an exceptional opportunity to support an exceptional client; however, the successful applicant will also need to be a resilient, patient and adaptable individual.

Tasks:

- Personal care and hygiene, such as feeding, washing, dressing or using the toilet. There may be occasional cause to assist with showering;
- Accessing services in the community, such as speech therapy, social groups and activities;
- Completing correspondence and paperwork (general administration and note taking in lessons);
- Accompany family and client to medical appointments and meetings;
- Helping the client take medication when necessary;
- Supporting the client with learning in lessons – acting as a *teaching assistant* supporting the work of the teacher, taking responsibility for setting up and clearing away equipment and facilitating learning ;
- Supporting the client with mobility around the home and wider community (the client requires some manual handling and uses a wheeled chair in some situations);
- Supporting the family in terms of providing breaks during the day – this will involve working 1-2-1 with the client when family members are not at home and when colleagues from John Mason School are not teaching the client;
- Supporting the client with all therapy programmes (e.g. Speech and Language therapy, physiotherapy).

It will often be the case that the Personal Assistant will be working alongside the client's family members, teachers from John Mason School, Carers or other professionals. **However, it must be noted that this role will involve some unsupervised and independent work with the client.** Full training and risk assessment of this work will be undertaken as part of induction.

Personal Attributes:

This is a unique role, and the successful candidate will need to demonstrate the following attributes on a daily basis:

- Open-minded and adaptable – no two days will be the same and you will need to show tenacity and resilience;
- Flexibility;
- Being interested and interesting;
- Being talkative and sociable;
- Reflective and thoughtful;
- Good general knowledge;
- Interested in current affairs and news;
- Enjoyment of crafts and practical / therapeutic activity;
- A good and empathetic listener;
- Patience;
- Someone who still sees themselves as a learner.

Being a Part of John Mason School:

Although you will be working remotely, you will still be a member of the John Mason School staff and, as such, you will need to:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time.

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

Personal Assistant: Person Specification

Experience	Working with or caring for learners of relevant age	<i>Essential</i>
Qualifications/ training	Good literacy and numeracy skills	<i>Essential</i>
	Completion of DfES Teacher Assistant Induction Programme	<i>Desirable</i>
	NVQ 2 for Teaching Assistants or equivalent qualifications or experience	<i>Desirable</i>
	Training in relevant learning strategies e.g. literacy	<i>Desirable</i>
	First aid training as appropriate	<i>Desirable</i>
Knowledge/ Skills	Effective use of ICT to support learning	<i>Essential</i>
	General understanding of national curriculum and other basic learning programmes/strategies	<i>Desirable</i>
	Basic understanding of child development and learning	<i>Essential</i>
	Understanding of relevant policies/codes of practice and awareness of relevant legislation	<i>Desirable</i>
	Ability to self-evaluate learning needs and actively seek learning opportunities; willingness to participate in development and training opportunities	<i>Essential</i>
	Ability to relate well to students and adults	<i>Essential</i>
	Ability to work consistently as part of a team, understanding school roles and responsibilities and your own position within these	<i>Essential</i>
	A positive, can-do attitude	<i>Essential</i>
	Flexibility	<i>Essential</i>
	Initiative.	<i>Essential</i>
Respect for the state education system and all those who work so hard to make John Mason a thriving school	<i>Essential</i>	

Proud of our creativity; Passionate about learning; Keen to inspire; Valuing ourselves and each other;
Determined to be the best that we can be