## Job description and person specification

Job title: Specialist Learning & Life Support Assistant (Female only post).

Location: Newcastle upon Tyne (NE7)

# Hours of work: 25 hours per week. Monday to Friday. Term time only.

# Salary: £21,854.85 to £24,050.13 (subject to experience). This equates to an hourly rate of between £20 to £22 per hour.

# Job purpose:

You will immerse yourself in Amira’s world, establishing a strong, trusting relationship that over time will support Amira’s educational development.

Becoming an expert in all things Amira, you will learn to understand Amira and interpret her body language, alongside her verbal communication.

Working 2:1 with a colleague you will facilitate “high interest” educational activities for Amira, teaching life skills, both in and outside of the home. A substantial part of the role with involve “water based” education, so Amira can flourish in a hydro-therapy pool whilst engaging in appropriate educational activities.

You will work with other professionals, including Physios, Occupational Therapists, Speech and Language Therapists and SEND professionals, providing written reports and contributing to face-to-face meetings.

You will also support Amira with all necessary care tasks required daily.

This role has a planned start date of September 2024.

# About the individual requiring support.:

Amira is 17 years old; she loves listening to music, watching videos and DVDs. She likes to use her iPad and mobile phone. Amira likes to spend time playing games, mixing potions, baking, playing computer games and watching DVDs

Amira is a very independent character and is strong willed. Amira has Autism and PDA, which at times can result in some challenging behaviour. Amira will communicate verbally and will usually make her needs and wants known.

Amira contracted Guillain–Barré syndrome which has resulted in muscle weakness, and she now requires support in all aspects of her daily living.

Amira is unable to stand and needs support with all aspects of personal care.

# Type of person that Amira is looking for:

Amira has outlined her very own “Mary Poppins” list, which details the skills and qualities that she would like those that are supporting her to have.

* You will be fun and funny.
* Athletic and love to dance.
* Swim like a mermaid.
* Very caring.
* Love TV shows including Friends, Lazy Town & Brooklyn 99, as well as all things Disney and Superheroes.
* Good with money.
* A girly girl but strong.
* Believe in magic and have knowledge about Witches.
* Believe in fairies, Santa and vampires.
* You will enjoy art and be a good crafter.
* Be able to make good food.
* A grown-up.
* Be able to help organise things like DVDs.
* Good with tech.

# Main duties

**Educational Support:**

* Plan and deliver the teaching of life skills to Amira, both in and outside of the house. This includes, learning to cook, clean and understand the value of money.
* Amira must always feel safe, and trust will need to be built and maintained, so respecting all requests Amira makes is a highly important part of this process.
* Access the community with Amira to participate in high interest activities including, going to the shops, arcade, cinema and theatre.
* Work with other professionals and provide necessary reports relating to Amira’s education.
* Be able to safely drive Amira’s electric wheelchair out in the community.
* You will be required to manage a weekly budget, which will be used to support Amira’s educational activities.
* Be able to safely drive Amira’s wheelchair accessible vehicle.

**Personal Care:**

* Support with feeding.
* Changing pads when needed.
* At times to assist with bed baths.
* To provide support to dress and undress Amira when required.
* Assist with physio and help Amira use her equipment.
* You will be required to follow Amira’s care plan including all aspects of moving and assisting as well as her physio routine.

These duties may vary from day-to-day.

# What you can expect to receive:

A salaried wage of between £21,854.85 to £24,050.13.

Training will be provided on how best to support Amira, in addition to any training required to meet local authority standards.

As this is a term time only post, you will have 13 weeks holiday each year.

# Skills, qualifications and experience

**Essential**:

* Functional skills 2 level English or IELTS 5.5.
* Experience working within the SEND sector.
* Experience supporting young people with Autism and learning disabilities.
* A driver with a clean driving licence.
* Experience supporting young people with disabilities to access the community.
* Be willing to engage and be able to encourage communication and engagement from Amira.
* Have an awareness of PDA.
* Have a positive attitude to inclusion and to children and adults who have disabilities.
* Be a confident swimmer, who is willing support Amira in the pool
* Be patient
* Be flexible
* Physically able to carry out the role
* Excellent communication skills
* Be friendly and happy
* Have a good sense of humour
* Be organised
* Be enthusiastic about your work
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility.
* Have and use your own initiative and common sense
* Be clean, tidy and have excellent hygiene
* Be prepared to be trained
* Be comfortable asking questions if you are not sure.
* Be good at recording what you do by writing it down
* Know how to follow a confidentiality policy

**Preferred**:

* Experience speaking to other professionals.
* Experience supporting young people with PDA.