**Job Description**

**Job Title:** Personal Assistant

**Rates of Pay:** £13.00 per hour

**Area:** Newcastle Upon Tyne

**Purpose of Job,**

The purpose of the role is to support Layland out in the community and to provide Mum with some respite.

It is also to be a consistent and reliable face for Layland so he can practice his skills in building relationships.

He requires 1:1 support at home and 2:1 when out and about. This is because Layland is quick on his feet and likes to investigate everything and has limited understanding of dangers.

**About the individual**

Layland is a very active 10-year-old boy and can definitely be described as “always on the go”. Layland can become overstimulated with particular activities and messy play so climbing and exploring new places helps regulate him and enables him to really embrace the activity he is doing. Layland enjoys his personal space. He likes you to be visible to him, but not up-close all the time.

Layland has a diagnosis of autism, learning delay and Pica (he likes to taste anything). Layland uses single words or short sentences to express his needs and wants. Sometimes his words do not match what he means but it does not take long to understand what Layland really wants.

At school Layland has a positive behaviour plan which can be shared with you. It outlines what strategies work well for Layland and what to do in certain situations.

**Main duties**

* work closely on 2:1 basis with Layland
* encourage Layland to explore a range of environments safely
* follow school’s positive behaviour plan
* provide personal care
* To ensure Layland has a supportive environment to allow for Layland to access groups safely.

**Person Specification**

You must be a warm and caring individual that will always give the best support to Layland.

Resilience, patience, and a positive attitude to support Layland.

**Essential**

* Excellent communication skills
* No phones to be used during working hours (apart from during breaks or in an emergency)
* Have a positive attitude towards disability
* Be flexible, reliable, and punctual
* Keep information gained in the course of your employment confidential
* Respect my privacy and dignity and that of my family
* Not discuss my household and domestic circumstances with others
* Be able to accept responsibility
* Be able to respond appropriately in an emergency
* Have a sense of humour and a mature attitude to your work, with the ability to maintain individuality whilst following appropriate care routines
* Experience in providing support.
* Experience in neurodiverse individuals.
* Experience in Pica