Job Description

**Job Title**: Personal Assistant

**Reports to**: Parents of Isaac

**Job overview**: A one-to-one care role, supporting Isaac, a 9 year old boy with complex special needs and disabilities. Isaac has a big personality and enjoys getting to know new people. The primary focus of the role is to enable Isaac to access leisure activities and to enjoy his down time.

*What would success in the role look like?*  Isaac will engage in a range of activities which interest him, including developing the confidence to try new things. He will be encouraged to reflect on his experiences to share with family what he has been doing. He will also be given the opportunity to have quiet time.

**Responsibilities & Duties:**

* Closely supervising Isaac, to ensure his safety and wellbeing.
* Supporting Isaac to enjoy leisure activities, including physical activities such as soft play and swimming, and also calming activities such as accessing quiet spaces, sharing picture books, board games and jigsaws.
* Helping Isaac to be aware of when he is becoming overwhelmed or experiencing sensory overload, and offering reassurance and calming strategies.
* Supporting him with personal care when necessary, e.g. prompts with dressing and changing when going swimming.

**Person Specification:**

Essential:

* Full clean UK driving licence and use of own vehicle
* Experience of working with primary aged children.
* Personal Characteristics
  + Patience and a calm demeanour
  + Enthusiasm
  + Lots of energy
  + A good listener who can be flexible to the needs of others
  + A willingness to learn about Isaac’s needs and effective strategies to support him
  + A genuine enjoyment of supporting vulnerable children and forming a positive bond together
* Physical abilities – Isaac can be quite quick and has a tendency to wander off, so it is important that the PA is able to keep up with him, and keep him safe near roads, for example. He sometimes uses a wheelchair, so the PA would need to be able to push this.

Desirable:

* Experience of working with primary aged children with SEND.
* Awareness of Positive Behaviour Support (PBS) and how to implement this (training can be given if needed).