**Job Description**

**Job Reference Number: CA0625PB**

**Job Title**: Personal Assistant (and optional tutorship role)

Job share with 1-2 others

**Reporting to**: The employer will be the recipient of care’s parent

**Location**: Aberdeen

**Rate of pay**: £12.60 per hour of contact time

(additional remuneration up to an hour for tutorship role for preparation and reporting)

**Hours of work**. 47 shared hours per week available

**Nature of the job role:** To provide personal support and educational support to young woman with learning disability

**Main duties**: To provide personal support in varied environments, including social and sporting activities, along with developing and consolidating social and conversational skills.

To offer support and instruction in a variety of life skills learning, including reading, comprehension, writing, basic arithmetic, drawing and colouring, singing and any other appropriate and select cultural activities.

 **Training below will be offered and paid for by the employer:**

**Training will be provided as required**

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Reliable, patient and experienced

**References and Protecting Vulnerable Groups (PVG) Scheme:**

References from 2 employers, one of which should be current or recent will be required. **Employees will be required to hold registration with the PVG Scheme.**

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS Payments. As an organisation we are not the employer but merely assist people to recruit staff when required. If you are employed, your contract will be with the person in receipt of the SDS Payment and not with Cornerstone.**

**Person Specification**

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| **Attributes** | **Essential****(The minimum acceptable levels for safe and effective job performance)** | **Desirable****(The attributes of the ideal candidate)** |
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| **Experience** | Experienced in tutoring, experienced working in special educational needs sector, childcare, enthusiasm, attentive to pace and patience. Ability to design own program of activities. Evaluation and reporting abilities | Demonstrable achievements of the essential attributes |
| **Education and Qualifications** | Good standard of education | Any relevant qualifications within teaching/tutoring/psychology background would be of added advantage |
| **Skills/Abilities specific to the post** | Ability to:1. Understand and strictly apply the principles of privacy
2. Working knowledge of how to approach working with persons with reduced appreciation of the social and physical environment they are in
3. Enhanced appreciation and evaluation of the social and physical environment in relation to personal safety
4. Attend to personal care matters should an occasion arise
5. Relevant qualifications within teaching/tutoring/psychology background.
6. In tutoring role to have the option for reliable broadband connection and access to a computer with teleconferencing productivity tools such as Teams
7. Up-to-date certification for disclosure to work with a special educational needs group.
 | Ability to:* Form positive relationships with family
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| **Inter-personal and social skills** | Good communication skills, especially the ability to engage and encourage participation A sense of humour, happy disposition  | Ability to provide protected and quality time during engagement  |
| **Additional requirements for this post** | Understand and strictly apply the principles of privacyAbility to travel with client on public transport from and to her residenceIn tutorship role to have option of interaction via teleconferencing. |  |