

**JOB DESCRIPTION**

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| **Job Title:** | Personal Assistant |
| **Reporting To:** | Principal or nominee |
| **Grade:** | Personal Assistant |
| **Role:** | Personal AssistantTemporary Part-Time Post for 2025/26 academic year12 – 15 hours per week |
| **Location:** | Waterford College of Further Education |

**Summary of Position**

A personal assistant (PA) provides help to students with disabilities who require help with the logistical and personal care requirements associated with attendance on a course of study.

The term Personal Assistant (PA) refers to an individual who is employed to assist someone with a physical or sensory disability to lead an active, independent live.

The role of a PA is to facilitate a person to live their life as they choose within the community. Where possible, the student will direct and manage his or her Personal Assistant service. Therefore, a PA will carry out tasks and duties in accordance with the wishes of the person with whom they work. Hence, the use of the term personal; no two individual’s requirements are the same.

The role of a Personal Assistant (PA) within WCFE is to assist with a variety of tasks as directed by the student.

A PA may also carry out the tasks of a note taker or reader if the person has the skills required.

**Main Duties**

**Pupil-centred activity:**

* The role of a Personal Assistant is to record accurate and detailed notes on content delivered in classes or other oral presentations for a student;
* Provide input with regard to care needs for the preparation of Individual Education Plans;
* Assist with care planning;
* Provide assistance and information in relation to care needs for preparation files;
* Assist pupils to prepare and display their work;
* The PA maybe required to act as a PA to more than one student in the same class of study.

**Learning resource administration:**

* Preparation, organising, tidying of Classroom, Resource Room, Learning Support Room, ASD classrooms and such other rooms used by pupils, and appropriate equipment and resources used, including those related to ICT;
* Prepare materials and equipment in classrooms used by pupils including cleaning any specialist equipment used by pupils, e.g., computer keyboards, special desks; etc.;
* Provide assistance for pupils in relation to assembling their class materials, displays, programmes, books and preparing their materials for class;
* PA may be required to act as a Note taker for the student;
* The PA will manage all confidential information they are aware of in relation to the student and/or their course of study.

**Class and school planning and development:**

* Planning for the following day’s classes; in particular where there may be additional care or assistance requirements for certain classes or projects;
* Liaising with the class teacher;
* Liaising with other teachers such as resource teachers and/or Principal;
* Preparation for and attendance at whole team meetings and staff meetings;
* Participation in and assistance with school operational structures which are in place to facilitate the full integration and participation of SEN pupils in school.

**Examinations (Both State and House Examinations):**

* Assist in ensuring that special centres are properly organised, and that pupils with assigned Personal Assistants are present and have the appropriate equipment.

**Other:**

* Other work which is appropriate to the grade as may be determined by the needs of the pupils and the school.

**Essential Requirements**

**Qualifications/Experience**

* Minimum Level 5 National Framework of qualifications/ Leaving Certificate.
* Experience of working with young people/young adults.
* A standard of written and spoken English that supports students’ learning.
* Experience of relevant age group.

**Knowledge**

* An understanding of the varied needs of adult learners as they engage in the social and academic activities within the college.
* A knowledge of behaviour management techniques that support college classroom practices.

**Skills and Aptitudes**

* A commitment to promoting equal opportunities and meeting individual needs.
* Respect for privacy and ability to manage confidential information.
* Ability to work as part of a team.
* Able to manage time effectively.
* Ability to be flexible to the needs of the student(s).
* Effective communication, interpersonal and organisational skills.
* Ability to use ICT/the internet and email to support students’ learning.
* Able to use ICT to store and retrieve data.
* Experience in delivering first aid and possibly medication.
* Excellent timekeeping and reliability
* Disability awareness

**Personal Qualities**

* Empathy for individuals with special needs
* Patience, understanding, caring, sense of humour.
* Open, non- judgemental attitude.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for Personal Assistant positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy.

**Application Form**

Applications must be made on the official Personal Assistant Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process.

**Shortlisting**

WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus and Quality are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

**Garda Vetting**

Employment is subject to the Garda Vetting Procedure and compliance with all appropriate Child Protection and Department of Education & Skills guidelines will be required.