

Academic Personal Assistant:

An Academic Personal Assistant assists with mobility around the campus, educational or physical tasks (i.e photocopying, notetaking, carrying personal belongings) and some personal care needs that the student cannot complete independently.

PERSON SKILLS/QUALIFICATIONS DESIRABLE:

- Excellent interpersonal and communication skills.
- Sensitivity, confidentiality and respect for the privacy of the student at all times is paramount in this role.
- Interest, knowledge, experience in 'caring' and 'disability'
- Ability to work as part of a team
- Computer skills
- Ability to adhere to college policies
- Level 5 Qualification in Healthcare Support/SNA or ECCE or Equivalent
- Training in Occupational First Aid, Manual Handling and Child Protection Guidelines
- Experience in a SNA/Personal Assistant Role.

HOURS OF WORK:

The hours will be according to student's timetable - Classes in college start at 9am and finish at 4pm daily. (Additional time may be added to accompany a student to and from bus stop or train station where necessary). Flexibility is required as hours are subject to change for examinations, practical skills tests, work placements etc.

ROLE AND RESPONSIBILITIES OF ACADEMIC PERSONAL ASSISTANT

- To provide help with logistical and personal care requirements associated with attendance on a course of study during timetabled hours while on college campus.
- If required, to assist the student with commuting to and from college during a college's normal operating hours. If the student is travelling by bus, the PA can accompany the student to and from the bus stop on foot. Alternatively, the Personal Assistant can meet the student in the College Car Park on arrival should assistance be required from this point.
- Carry out practical tasks for students whose disability affects their ability to perform such tasks (informed by the Report and Assessment of Needs Interview). The PA should not 'do the work' but simply facilitate the student's ability to participate. He/she will not assist with, or complete, any of the work associated with the course of study and will not participate in class discussions etc, unless contributing directly on the student's behalf.
- A Personal Assistant is permitted to stay with the student during classes and any other location on campus that the student needs to access during their timetabled college day. The PA may also be

asked to accompany students on field trips or work placement in certain circumstances agreed with Disability Co-Ordinator and college management.

- The role of a Personal Assistant is to help the student with tasks that the student's disability or condition would specifically hinder them from completing during while in college. Their role is to enable the student to fully attend during the college day and study independently and access course information. The specific help to be given should be discussed and agreed at the outset and informed by the Professional Report provided and the student themselves. A Personal Assistant is not a carer or nurse and can only provide help that is considered 'reasonable' and within the limitations of their role and the documentation provided.
- Personal Assistants only provide support during the agreed hours based on the student's timetable.
- The PA should maintain accurate signed records of the support provided to the student and submit these records to Disability Co-ordinator when requested.
- Punctuality is important.
- If unable to attend, immediate notice should be given to the College Principal and the student being supported.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

Providing non- intimate personal support which includes:

- *accompany students to and from classes, meetings or appointments on campus*
- *Taking and typing up class notes where necessary*
- *Typing assignments/Acting as 'reader' for student*
- *Pushing a wheelchair, opening doors, carrying items (if student's disability prevents them from doing so)*
- *Helping during daily breaks in the canteen if necessary subject to disability.*

Providing intimate personal assistance where necessary including:

- *Visiting the toilet and/or assisting with toileting*
- *Repositioning, moving arms, and feet into comfortable positions etc.*
- *Accompanying and helping where necessary on rest/movement breaks*
- Assistance with medication:
Assistance in this regard can only be given if the Personal Assistant is willing and specific training is provided to the Personal Assistant in advance, with all necessary written permissions received by the college according to college risk assessment and policy in this regard.