

Personal Assistant to PLC Student/s

A Personal Assistant supports students who may require an enhanced level of support to enrich their learning experience and support their participation and equal access in their chosen course of study.

Personal Assistants are recruited specifically to assist schools/colleges in providing the necessary non-teaching services to students with assessed educational needs. Their duties are assigned by the Principal acting on behalf of the Board of Management and LMETB. Their work is supervised either by the Principal or another teacher as determined by the Principal. The PA may be required to provide support to more than one student in the same class of study. The PA will manage all information in relation to the student and/or their course of study in line with our confidentiality policy.

Duties involve tasks of a non-teaching nature such as:

- Providing personal care to student/s.
- Assisting in examinations, with assignments and similar activities.
- Special assistance as necessary for students with particular needs, such as assisting with typing, writing or computer use or the use of other equipment.
- Assist in facilitating the student's attendance at lectures, undertaking self-directed learning and other academic contact hours.
- Assisting the student with mobility and orientation around the college, assisting with carrying personal belongings and course materials as required.
- Assisting the student with activities of daily living on campus, where necessary.
- Providing general assistance to the class teachers/tutors, under the direction of the Principal, with duties of a non-teaching nature. (Assistants may not act as either substitute or temporary tutors. In no circumstances may they be left in sole charge of a class or group of students.)
- Participation with college development planning, where appropriate, and co-operation with any such changes with policies and practices arising from the school development process
- Engagement with parents of students in both formal and informal structures as required and directed by school management.
- Assisting in the educational and social development of student under the direction and guidance of the module teacher/tutor.
- Assisting in the implementation of Individual Education Programmes for students and help monitor their progress (when required), under the direction of Principal or teacher/tutor.
- Providing support for individual students inside and outside the classroom to enable them to fully participate in activities, under the guidance of the Principal or teacher/tutor.
- Working with other professionals, Principal, tutors, guidance as necessary, in the development of the student's educational needs.
- Assisting class tutors with maintaining student records
- Supporting students with emotional or behavioural problems and help develop their social skills, under the direction of Principal and teachers/tutors.
- Supporting class teachers/tutors and students in photocopying and other tasks in order to support teaching and learning.
- Other duties as may be determined by the needs of the students and the college from time to time. Assistants may be re-assigned to other work when students are absent or when particular urgent work demands arise.

ESSENTIAL CRITERIA

- Minimum Level 5 qualification in Healthcare or Social Care.
- Recent experience in working in a Healthcare/Social Care setting providing Personal Care.
- Respect for privacy and ability to manage confidential information.
- Excellent communication and interpersonal skills.
- Excellent timekeeping and reliability.
- Up to date manual handling training and experience in using equipment such as hoists.

DESIRABLE CRITERIA

- Prior experience of working with people with additional needs.
- Experience working in an education setting.
- Be highly motivated with good organisational skills.

The rate of pay is currently €14.72 per hour (this rate is subject to review), plus holiday pay and is subject to the conditions set out by the Department of Educations and Skills.

All applicants are required to be Garda Vetted prior to formal offer of position. Offer of employment is subject to satisfactory reference checks.

APPLICATION AND SELECTION PROCESS

Completed application forms should be submitted online through <https://careers.lmetb.ie>.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of LMETB. Therefore, candidates are strongly advised to submit applications well before the closing date and time.

LATE APPLICATIONS WILL NOT BE ACCEPTED

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

LMETB IS AN EQUAL OPPORTUNITIES EMPLOYER

Martin G O'Brien

Chief Executive LMETB