



**wwetb**

Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
Waterford and Wexford  
Education and Training Board

# Job Description: Personal Assistant

Thank you for your interest in joining **Waterford and Wexford Education and Training Board (WWETB)**. We are excited that you are considering a rewarding career with an organisation committed to making a positive impact on the communities we serve.

This job description provides you with all the key information you need to understand the role, the benefits of working with us, and what sets WWETB apart as a great place to build your career. Whether you're seeking a new challenge, professional development, or the opportunity to contribute to education and training in our region, WWETB offers a dynamic and supportive environment for your career.

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## Job Description

This Job Description is designed to provide you with a clear and comprehensive overview of the role, outlining the key responsibilities and expectations that come with the position of Personal Assistant. It will guide you through the tasks you will be expected to undertake and show how your contributions will play a crucial part in achieving the broader goals of the organisation.

In addition, it will highlight the essential qualifications, experience, skills, and competencies we seek in the ideal candidate. This will help you assess how your background aligns with our needs, ensuring that you are well-informed about what we're looking for and how you can best contribute to the success of the team.

<b>Title:</b>	Personal Assistant
<b>Location:</b>	Enniscorthy Community College, Co. Wexford
<b>Reporting to:</b>	School Principal
<b>Tenure:</b>	Fixed-term contract for the 2025/26 academic year (Contract will terminate on the final day of school before the Summer break)
<b>Competition Profile:</b>	This is an Open Competition
<b>Hourly Rate of Pay:</b>	As determined by the Department of Education and Youth guidelines
<b>Working Hours:</b>	25 hours per week
<b>Annual Leave:</b>	Paid holiday pay three times a year based on the number of hours worked

## Job Summary

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 refers to an individual who is employed to assist someone with a physical or sensory disability to lead an active, independent life.

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 within the school 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.

## Key Responsibilities

### 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.

*This job description offers a broad outline of the role's key duties and is designed to be flexible and adaptable. It will be reviewed periodically to ensure it remains aligned with organisational needs.*

## **Essential Requirements**

The following outlines the essential qualifications, skills, and competencies required for candidates applying for the **Personal Assistant** position. These criteria are designed to ensure that applicants possess the necessary foundation to excel in the role and contribute effectively to the organisation's goals.

- Be capable and competent of fulfilling the role to a high standard.

## **Desirable Requirements**

- 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
- 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
- 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

## Person Specification

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

## Eligibility to Apply

Candidates must, by the date of job offer, be:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa