**Personal Support Assistants**

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| --- | --- | --- | --- |
| Choose/type an item or delete row. | Disability & Wellbeing Service (www.strath.ac.uk/professionalservices/disabilityandwellbeing/) | | |
| Choose/type an item or delete row. | Student Experience and Enhancement Services (www.strath.ac.uk/sees/) | | |
| Staff Category | Administrative and Professional | Reference No | Click here to enter text. |
| Reports To | Disability Support Team Leader | Grade: | 3 |
| Salary Range: | Choose a range. Add Pro-rata if required. | Contract Type: | Fixed Term (until 31/08/2023) |
| FTE | Ad hoc guaranteed minimum hours | Closing Date | Ongoing |

# Job Advert

**Personal Support Assistants**

The Disability & Wellbeing Service is recruiting a pool of personal support assistants to work with students who require physical assistance to get around campus and access lectures/tutorials. Employed on an ad hoc employee contract with guaranteed minimum hours, you will work with students with a range of disabilities including visual impairments, mobility impairments, autistic spectrum disorders and mental health issues. Work will be allocated between the hours of 8.30am – 5.30pm Monday – Friday during term time only (September – May). Once you are allocated to work with students, you will be following their timetable throughout the semester. With a good understanding of the barriers experienced by people with disabilities, you will ideally have some knowledge of the university campus. There may also be a requirement to accompany students to placements located off campus.

# Job Description

## Brief Outline of Job:

To provide physical assistance for students with disabilities.

## **Main Activities/Responsibilities**:

|  |  |
| --- | --- |
| 1. | Provide student with physical help for carrying out day-to-day study related tasks such as opening doors, carrying materials, library support. |
| 2. | Assist student to get around campus, access buildings and classrooms and participate in university activities. |
| 3. | Accompany student to lectures/tutorials. |
| 4. | Provide adequate notice to the student and Disability & Wellbeing Service if you are unable to attend. |

# Person Specification

|  |  |  |
| --- | --- | --- |
| Educational and/or Professional Qualifications **(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)** | **Essential/ Desirable** | **Assessment Method** |
| E.1 Good educational background, educated to Higher Grade level or equivalent. | Essential | Application/CV |
| Experience |  |  |
| D.1 Experience of supporting people with disabilities. | Essential | Application/CV |
| Job Related Skills and Achievements |  |  |
| E.2 Knowledge and understanding of the barriers experienced by people with disabilities. | Essential | App/CV/ Interview |
| D.2 Knowledge of the university campus and facilities. | Desirable | App/CV/ Interview |
| Personal Attributes |  |  |
| E.3 Reliable, punctual and trustworthy. | Essential | App/CV/ Interview |
| E.4 Excellent interpersonal and communication skills. | Essential | App/CV/ Interview |
| E.5 Ability to support student in a discreet and enabling way. | Essential | App/CV/ Interview |
| E.6 Ability to work on own initiative while remaining within the parameters of the role. | Essential | App/CV/ Interview |
| E.7 Flexible, adaptable and responsive to change. | Essential | App/CV/ Interview |

# Application Procedure

Please submit applications in writing to Clare Kennedy, Disability Support Team Leader (clare.kennedy@strath.ac.uk), including a current CV and details of two referees. **Your supporting statement should provide examples of how you meet the criteria outlined in the person specification.**

# Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Clare Kennedy, Disability Support Team Leader (clare.kennedy@strath.ac.uk).

## PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

## Interviews

Formal interviews for this post will be held during August and September 2022.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## University Values

The University’s Values capture what we’re all about: who we are, what we believe in and what we stand for. [Our Values](https://www.strath.ac.uk/whystrathclyde/values/) have been derived from how we act and how we expect to be treated as part of Strathclyde.

