

# Disability Service

# Academic personal assistant

## Job description

An academic personal assistant assists a student with a disability with educational support requirements that the student cannot complete independently. The role involves supporting the student to participate and be actively involved in the course of study.

## Person specification

* Academic personal assistants are expected to work in accordance with the ‘Terms of Registration for Educational Support Workers’.
* Excellent interpersonal and communication skills are essential.
* Sensitivity, confidentiality and respect for the privacy of the student at all times are paramount for the role of academic personal assistant.

## Guidelines for academic personal assistants

* Assisting the student when with friends requires particular skill and sensitivity. It is important that you keep a low profile.
* Ensure communication exists between the student you are supporting and peers and staff. Do not speak on behalf of the student.
* Assisting with mobility and orientation around the College.
* Assisting with educational tasks, sourcing library books, photocopying etc.
* Carrying personal belongings, books, folders, materials for the student.
* Academic personal assistants should strive to be as unobtrusive as possible.
* Academic personal assistants should not ‘do the work’ but simply facilitate the student’s ability to participate.
* Arrive punctually at agreed times ready for work.
* Communicate and discuss any problems that arise as soon as possible.
* Assist during meal times whilst attending college.
* An academic personal assistant is not responsible for providing assistance with personal care i.e. dressing, bathing, shaving etc. Personal care needs are catered for through a dedicated support provider through the Health Service Executive.
* It is a condition of this role that you will familiarise yourself with, and abide by –

The College’s Safety Regulations: [Link to the College Safety Regulations](http://www.tcd.ie/Buildings/Safety/safetystatement.php)

The College’s Health and Safety Policies: [Link to the College Health and Safety Policies](http://www.tcd.ie/hr/procedures/health/) and may we draw your attention to the college’s Policy on Bullying and Sexual Harassment details of which can be found on the following website: [Link to the College’s Policy on Bullying and Sexual Harassment Details](http://www.tcd.ie/hr/assets/pdf/DIGNITY_AND_RESPECT.pdf)

Please also be familiar with the College Code of Conduct for users of the Trinity College computing facilities: [Link to the College Code of Conduct for users of the Trinity College Computing Facilities](http://www.tcd.ie/about/policies/it_and_network_code_of_conduct.php)

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