



## What is a Personal Assistant (PA)?



### What does a Personal Assistant do?

A Personal Assistant works for someone to help them meet their needs.



Every Personal Assistant's work is different and depends on what someone wants and needs.



For example, the Personal Assistant may help with

- personal care like washing and dressing.
- Planning and going to social activities.
- Booking and going to appointments with the person.
- Helping with travel to work, college or university.
- Help at home with shopping, cooking or cleaning.
- Help with looking after someone's health.



### What is good about being a Personal Assistant?

Personal assistants (PAs) are important because they help people live more independently and live their own life.





Personal Assistants can be self- employed or they can be employed by the person they support.

The job is interesting and different every day.



Personal Assistants can work part-time or full time so the work can fit around other things like family.



Personal Assistants can work with adults and children.



### **Who can employ a Personal Assistant?**

Personal Assistants are often chosen by people who get direct payments to arrange their own care.



This could include people with

- physical or learning disabilities



- mental health challenges



- children or young people who need support with daily care



People who want a Personal Assistant want someone they can work with.



They want a Personal Assistant who they can trust and who they can depend on.



The Personal Assistant must be able to build a strong, supportive relationship with the person they care for.

### **What skills, qualifications and experience does a Personal Assistant need?**



Personal Assistants don't always need qualifications or previous work experience in social care to become a Personal Assistant (PA).



Personal Assistants must be able to support someone in a safe, caring way.

Personal Assistants must treat people dignity and respect.



They must understand the person's rights.

Personal Assistants who work in Torbay must follow the [Code of Conduct Healthcare Support](#).



For more information about being a Personal Assistant you can look at the

['Personal assistant' role category - GOV.UK](#)



There is also more information on the  
[Skills for Care website](#)

Some employers ask Personal Assistants for qualifications in English and maths.



Personal Assistants can get a recognised social care qualification after starting the role if needed.



Personal Assistants can get work experience doing volunteering, work placements or as a trainee.



The most important thing is to build trust with people and be respectful and reliable and able to work as the person wants.



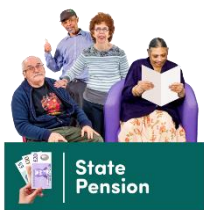
## **What is the difference between being employed and self-employed?**

There is a difference between being an employed Personal Assistant and a self-employed Personal Assistant.



## Employed Personal Assistants

- The Person needing care and support is the employer and employs their Personal Assistant.
- The employer can tell the Personal Assistant the hours they will need to work and how much they will be paid.
- The Personal Assistant will have a contract of employment.
- The employer will make sure the Personal Assistant is paid correctly and that their tax and National Insurance is paid.
- The Personal Assistant can take paid holiday.
- The Personal Assistant can be part of a pension scheme.



## Self-employed Personal Assistants:

Being self-employed means the Personal Assistant can

- Work with more than one person.
- Choose the work they do.
- Choose how much they charge and work the hours they want to.
- Self-employed Personal Assistants must register with His Majesty's Revenue and Customs (HMRC) and must pay their own tax and National Insurance contributions.





- Personal Assistants must have adequate insurance
- Self-employed Personal Assistants must have an up-to-date Disclosure and Barring Service (DBS) certificate



## How to become a Personal Assistant in Torbay.

If you're interested in working as a Personal Assistant you can contact

[Support Networks | Windmill Torbay.](#)



Support Networks is a community-based project that helps match Personal Assistants with people who get help from Adult Social Care.



It's a free service for anyone looking for Personal Assistant roles in the local area.



Support Networks does not employ, pay, or manage Personal Assistants but they can give you help with being a Personal Assistant.



You can find more information about being a Personal Assistant by looking at the

[Application Toolkit – AdultSocialCare](#)



## How to find a suitable Personal Assistant in Torbay

If you receive a direct payment, please contact

[Support Networks](#).

They can give you a list of Personal Assistants who may be able to meet your care and support needs.



## Useful documents and links

[Personal assistant](#)

[Social care personal assistant - Job Roles | Everyday is Different](#)

[Work in Adult Social Care: Explore roles and find a job in your local area](#)

[Employing someone to work in your home: Overview - GOV.UK](#)

[Being in Control: Getting Personal Assistants \(PAs\) | Disability Rights UK](#)

[Individual Employers](#)

[PA working and CQC registration](#)