

JOB DESCRIPTION: ABA/VB Supervisor May 2021

Hours: Monday to Friday 8.30 to 4.00pm + Mandatory Training until 5.00 pm one day per week. Flexibility regarding hours may be required - Term Time Only

Reports to: Senior Supervisor / Assistant Headteacher

Location: 11-14 Crown Street Acton (Secondary Site)

Probationary Period: Two Terms

Salary range: £28,000 – £32,000 Depending on previous experience and qualifications .

Job purpose

The ABA/VB Supervisor will have management responsibility for a team of ABA/VB Tutors as well as a class of 6 pupils. The ABA/VB Supervisor will be responsible for completing certain tasks specific to those pupils, as well as more general tasks that will cover the whole school.

Promoting the ethos and aims of the school

To ensure that the ethos reflects the agreed aims, principles of learning and the policy on equal opportunities and thereby promote the general progress and wellbeing of each pupil.

ABA/VB

Use and develop knowledge and understanding of Applied Behavioural Analysis and Verbal Behaviour approaches and methodology and ensure that personal knowledge of ABA VB is kept up to date. Share this expertise with other staff.

Leadership and Management

- Line management a team of ABA/VB Tutors, providing appropriate guidance and supervision.
- Lead weekly team meeting in class.
- Prepare and conduct PDRs and probationary reviews.
- Conduct overlaps with tutors.
- Play an active role in the termly assessment of tutor competencies. .
- Conduct a minimum of one overlap with tutors each week
- Provide verbal and written feedback.
- Assist in whole school planning i.e. topics, school outings, training, inset days/timetables.
- Monitor pupil record keeping/data monitoring.
- Promote the importance of this across the school
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Manage resources for class in accordance with budget requirement.
- Manage classrooms ensuring they remain well organised and hygienic.
- Meet regularly with the multi professional team.
- Play an active role in the assessment and admission of new pupils.
- Oversee annual assessments of pupils prior to Annual Reviews
- To write and participate in Annual Reviews.

- Organise and monitor end of term Reports.

Support for pupils

- Supervise and support pupils to ensure their safety and access to learning.
- Maintain the safeguarding and well-being of pupils at all times
- Lead group circle time at least once a day
- Act as a role model for pupils responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in all activities.
- Attend to the pupil's personal needs and implement related personal programmes.
- Encourage pupils to act independently as appropriate.
- Lead and assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required.
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- Set challenges and promote self-esteem and independence.
- Provide both one to one and group instruction using the ABA/VB methodology.
- Be responsible for updating the assessments of each pupil using the VB-MAPP/EFL SS CL, as appropriate.
- Develop Individual Education Plans for class pupils, based on assessment .
- Be responsible for developing snapshots and introducing programmes for pupils based on the Individual Education plans
- Ensure that all programmes from the IEP's are worked on within the term.
- Ensure implementation of functional skills.
- Monitor pupil programmes.
- Provide verbal and written updates of pupil progress.
- Make programme changes when a pupil is not making satisfactory progress.
- Be responsible for monitoring the behaviour of pupils.
- Develop behaviour management plans based on functional analysis.
- Implementation behaviour management plans in discussion with tutors and families.
- Monitor the success of behaviour management plans.
- Use data to make changes in plans and programmes based on current development.
- Support pupils learning during the lunch and play times.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school Positive Behaviour Policy and guidelines, regarding physical intervention.
- Ensure implementation of medical care and PHP plans

Support for the school

- Use ICT effectively to support learning and develop pupils' competence and independence.
- Attend and participate in relevant meetings as required.
- Administer first aid where appropriate and in accordance with the school policy.
- Participate in whole school activities where appropriate such as concerts, parent's evenings, sports days, fetes and other occasional after school activities by agreement.
- Run 6 week employee review and back to work meetings.

Personal Development

- Take responsibility for own personal development,
- Be prepared to work towards BCBA/BCABA.
- Recognise own strengths/ areas of expertise and use these to support others.
- Remain cognisant of evolving teaching and behaviour management procedures by reading behavioural journals and attending conferences as agreed.

General

- Maintain the safeguarding and well-being of pupils at all times
- Be aware of and comply with all school policies and procedures including those relating to pupil protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Demonstrate excellent attendance and punctuality, taking responsibility for one's own health.
- Be aware of and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish productive working relationships with pupils and staff, acting as a role model and setting high expectations.
- Establish constructive relationships with staff, parents/carers.
- Actively participate in staff meetings and staff training sessions
- Undertake additional tasks as directed by the Headteacher

Snowflake school is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.