



*'Improving the quality of family life'*

## **JOB DESCRIPTION: ABA/VB Supervisor**

**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 ABA/VB Supervisor and Assistant Head

**Location:** **Either** Snowflake School 46a Longridge Road London SW5 9SJ / 10-14 Crown Street, Acton.

**Probationary Period:** One Term (unless internal promotion)

**Salary range:** £29,000 – £32,000 Depending on candidates' previous experience, qualifications and salary.

### **Job purpose**

The ABA/VB Supervisor will have management responsibility for a team of 6 ABA/VB Tutors as well as a class of 6 pupils.

### **Promoting the values, 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 and adult.

### **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 of a team of ABA/VB Tutors, providing appropriate guidance and supervision.
- Prepare and conduct professional development and probationary reviews
- Play an active role in the termly assessment of tutor competencies of your team.
- Manage the induction of new tutors.
- Conduct a minimum of two overlaps with each tutor during their probationary period.
- Contribute towards the on-going development of the theoretical training package delivered to ABA/VB tutors.
- Deliver training as agreed with the Headteacher.
- Monitor pupil record keeping/data monitoring; promoting the importance of this across the school
- Monitor and evaluate pupils' responses to learning activities against pre-determined learning objectives.
- Provide feedback to staff as appropriate.
- Meet regularly with the Senior Supervisor
- Managing the necessary resources and budget for them accordingly
- Assist in the assessment and admission of new pupils.
- Participate in Annual Reviews.
- Monitor end of term reports.

### **Support for pupils**

- Provide both one to one and group instruction using the ABA/VB methodology
- Run group session daily
- Supervise and support pupils to ensure their safety and access to learning.
- Establish positive relationships with pupils, acting as a role model and responding 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, including social, health, physical, hygiene, and first aid and welfare matters.
- Encourage pupils to act independently as appropriate.
- Set challenging and demanding expectations and promote self-esteem and independence.
- In consultation with the senior supervisor, update the assessments of each pupil.
- Update Individual Education Plans for each pupil in class group
- In consultation with the senior supervisor be responsible for developing and introducing programmes for pupils based on the Individual Education plans and ensuring that all targets from the IEP's are worked on within the term
- In consultation with the senior supervisor make programme changes when a pupil is not making satisfactory progress.
- Be responsible for monitoring the behaviour of pupils, using graphs where necessary.
- In consultation with the senior supervisor, develop behaviour management plans based on data.
- Explain and demonstrate the implementation of behaviour management plans with tutors.
- Monitor the success of behaviour management plans.
- Discuss or inform parents of behaviour plans
- Liaise with the school's Occupational Therapist, Speech and Language Therapist.
- Ensure that the targets set are incorporated into each pupil's programmes
- Support pupils in specialist areas, e.g., swimming at a local leisure centre
- Support pupils learning during the lunch and play times.

### **Support for the school**

- Lead on the promotion of good pupil behaviour, dealing promptly with conflict and incidents in line with the school Positive Behaviour Policy and guidelines regarding physical intervention.
- Attend and participate in relevant meetings as required.
- Lead and assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required.
- Lead (as appropriate) and accompany pupils on visits, trips and out of school activities as required and take responsibility for pupils
- Ensure classroom environment is well organised and hygienic.
- Administer first aid where appropriate and in accordance with the school policy.
- Assist with the arrival and departure of pupils at the beginning and end of the day
- Lead (as necessary) and assist with pupils on educational and social visits outside the school and on teaching programmes involving the use of the community.
- Participate in whole school activities where appropriate such as concerts, parent's evenings, sports days, fetes and other occasional after school activities by agreement.

### **Personal Development**

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

### **General**

- Always maintain the safeguarding and well-being of pupils
- 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.
- Maintain 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.**