

JOB DESCRIPTION: ABA/VB Tutor

Hours: Monday to Friday 8.30 to 4.00pm + Mandatory Training until 5.00 pm one day per week. Term Time Only

Reports to: AB/VB Supervisor

Location: 46A Longridge Road, Kensington. (Primary Site)
11-14 Crown Street Acton (Secondary Site)

Probationary Period: One Term

Salary range: £20,000 – £21,000 Depending on previous experience and qualifications.

Job purpose

To work under the instruction and guidance of the ABA/ VB Supervisor to assist with the management of pupils and undertake teaching and care for key pupils carrying out pupils' support programme and enabling independence and access to learning for all.

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.

Support for pupils

- Supervise and support pupils to ensure their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities .
- Attend to the pupil's personal needs and implement related personal programmes, i.
- Encourage pupils to act independently as appropriate.
- Assist with the development and implementation of Individual Education Plans, Behaviour Plans and Personal Care programmes.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement.
- Encourage pupils to interact and work co-operatively with others..
- Participate in assessment of pupils, e.g., VBMAPP, AFLLS, lesson reviews.
- Carry out a variety of therapy programmes with support of therapists.
- Support pupils in specialist areas, e.g., swimming at a local leisure centre
- Support pupils learning during the lunch and play time
- Work with the ABA/VB Supervisor to establish an appropriate learning environment.
- Provide detailed and regular feedback to ABA /VB Supervisor on pupils' achievement.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school Positive Behaviour Policy and guidelines regarding physical intervention.
- Undertake pupil record keeping as requested.
- Support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Establish constructive relationships with parents/carers.

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Assist in the setting up and clearing away of equipment in the classroom .
- Work with individual pupils and small groups on tasks as directed.
- Support pupils to understand instructions
- Help pupils to access learning activities through specialist support.
- Use ICT effectively to support learning activities and develop pupil's competence and independence in its use.

Support for the School

- Be aware of and comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Demonstrate excellent attendance and punctuality.
- Ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and performance development as required.
- Assist in liaison with parents, therapists and other staff.
- Attend and participate in relevant meetings as required..
- Recognise own strengths and areas of expertise.
- Keep all learning areas and outdoor play areas tidy, 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.
- 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.
- Any other additional duties as required by the Senior Leadership Team.

Please address all areas of the person specification within your supporting statement. Candidates cannot be short listed for the post without this statement.

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