**Forest Bridge School Job description**

**Senior ABA Tutor**

**Fall 2016**

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| Job Title: | Senior ABA Tutor |
| Location: | Maidenhead, Berkshire |
| Responsible To: | Headteacher, Head Behaviour Analyst (HBA), ABA Supervisors and Governors |
| Key Relationships/  Liaison with: | Headteacher, HBA, ABA Supervisors  Teachers, ABA Consultant, tutors, SaLT, OT, Parents |
| **Job Purpose** | |
| * The Senior ABA Tutor will be assigned to a class team (with approximately 8 children). To confidently implement ABA/VB based teaching across the curriculum with a school setting. Working closely with the class teacher, ABA supervisor and class ABA tutors to contribute to planning and deliver outstanding teaching. * Support the teacher and supervisor to advance pupils’ learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present. | |
| **Main Duties and Responsibilities** | |
| * Contribute to teacher’s and supervisors planning and preparation and contribute to the delivery of agreed work and support programmes to individual or groups of pupils * Implement ABA/VB principled teaching confidently within our school setting. * Demonstrate a high level of ability in ABA specific areas such as discrete trial teaching, natural environment teaching, reinforcement and implementation of behaviour strategies. * Demonstrate knowledge of ABA theory to cover: autism, discrete trial teaching, natural environment teaching, prompting and fading, consequences to increase and decrease behaviour, skill acquisition process, challenging behaviour and functions. * Plan, prepare and deliver small group teaching sessions in agreed curriculum areas such as enrichment, social skills, music, etc. * Support the teacher to advance pupils’ learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present and working with pupils who have multi barriers to learning * Ensure resources for pupils’ programmes are prepared and organised clearly; where possible have resources prepared in advance of new programmes being implemented * Support the evaluation of pupils’ progress using agreed assessment techniques and record data clearly and consistently * Ensure that home-school liaison is carried out according to parental needs and any matters raised are dealt with effectively. * Participate in Parent-Teacher meetings alongside Class Teacher and ABA Supervisor. * Ensure that staff within designated team are collecting daily pupil data as required. * Under an agreed system of direction and supervision carry out timetabled PPA cover for teachers within agreed staffing levels and appropriate risk assessments. * Use behaviour management strategies in line with the school’s policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and special needs. * Be responsible for the induction, supervision and training of other tutors including training new staff in 1:1 teaching, small group sessions, behavioural interventions, materials preparation, data collection, offsite activities, break and lunch supervisions. * To monitor and provide direct line management to designated ABA tutors during all aspects of the school day. * Demonstrate ability to further their own knowledge of ABA theory, by using research to suggest solutions to problems with teaching programmes or behaviour (which are overseen by ABA Supervisors) * Take initiative and actively contribute to the smooth running of the school. * Promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop particularly helping to overcome barriers to learning including physical, emotional and behavioural difficulties. * Assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of soiled clothing. * Undergo training in other relevant areas such as National Curriculum, Speech and Language, physical handling, etc. as required * Organise and lead weekly team meetings with designated staff team as required by Class teacher/ABA supervisor * Assume additional responsibilities within the school as required. * Be responsible for promoting and safeguarding the welfare of children and young people within the school. | |
| This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. | |
| Date Prepared: May 2015 | |