**Forest Bridge School Job description**

**ABA Tutor**

**Spring 2015**

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| Job Title: | ABA Tutor |
| Location: | Maidenhead, Berkshire |
| Responsible To: | Headteacher, Head Behaviour Analyst (HBA), ABA Supervisors, Senior Tutors and Governors |
| Key Relationships/Liaison with: | Headteacher, HBA, ABA SupervisorsTeachers, ABA Consultant, tutors, SaLT, OT, Parents |
| **Job Purpose** |
| * As a member of a class team, to provide excellent ABA/VB teaching to children and young people with autism and associated learning difficulties. To support the Class teacher and ABA Supervisors in ensuring the daily needs of our pupils are met in a professional, competent, safe and fun school environment.
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| **Main Duties and Responsibilities** |
| * Work under the specific supervision, instruction and guidance of the class teacher and ABA supervisor to support the teaching and learning activities in and outside the classroom, e.g. integration, college links etc
* Provide support to the class teacher and supervisor in the organisation and management of pupils and the classroom ensuring the appropriate support for each pupil dependant on their individual planned needs.
* Prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate
* Provide regular feedback to teachers/supervisors and to other professionals on pupils’ achievement and progress
* Assist the teacher in creating and maintaining a purposeful, orderly, safe and supportive learning environment for all pupils particularly helping to overcome multi barriers to learning including physical, emotional and behavioural difficulties.
* Promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
* Assist with the general pastoral care of the pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties, adhering to the school’s ethos.
* Assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of soiled clothing.
* Be responsible for promoting and safeguarding the welfare of children and young people within the school.
* Implement ABA principled teaching within our school setting.
* Ensure resources for pupils’ are prepared and organised clearly.
* Support the evaluation of pupils’ progress using agreed assessment techniques and record data clearly and consistently
* To plan and prepare for teaching sessions, by reviewing relevant data, planning activities and checking availability of resources.
* To collect and record clear data on teaching programmes as well as behavioural issues.
* To supervise indoor/outdoor playtime for all children on a rota basis.
* To supervise and support children on activities and trips outside of the school.
* To understand and actively implement all school policies on curricular and other matters.
* To participate in staff meetings and training.
* To undertake appropriate professional development on a range of relevant issues as agreed by the school management. To play an active role in own training and progression in understanding and ability to apply the principles and procedures of ABA and VB.
* 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.
* 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
* Be responsible for promoting and safeguarding the welfare of children and young people within the school.
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| 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 |