

## Job Description: Post-19 ABA Supervisor

<b>SALARY SCALE:</b>	£31,074 - £43,596, Dependent on previous experience and qualifications.
<b>HOURS:</b>	37.5 hours per week, 5 days per week.
<b>ACCOUNTABLE TO:</b>	Head of Post-19
<b>LINE MANAGER:</b>	Post-19 ABA Consultant
<b>LOCATION:</b>	Hammersmith Hub, 216 Goldhawk Road, London, W12 9NX or Wandsworth Hub (address TBC)
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	The service year for students is approximately 40 weeks. All service closures are non-working days.
<b>SICK PAY:</b>	In accordance with the BeyondAutism sickness absence policy.

### About BeyondAutism

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We empower people with autism to live fuller lives and we enable families to cope, so that they can see beyond to a brighter future. In addition to running BeyondAutism Post-19, BeyondAutism also runs two schools, an early years service and offers outreach, training and consultancy services.

### About BeyondAutism Post-19

BeyondAutism Post-19 is an independent special education setting for adults aged 19-25 years with autism. BeyondAutism Post-19 offers a structured programme of intensive intervention, applying the scientific principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to deliver a bespoke curriculum and to teach functional communication and life skills; empowering our students to lead rewarding lives and fulfil their potential.

### Job Purpose

Leadership of a Hub within the Post-19 service, providing guidance, support and training to their teams, monitoring all aspects of their work. Overseeing the education of students, developing appropriate curriculum plans and behaviour strategies. They will be responsible

for the leadership of a class with the Head of Post-19 and ABA Consultant, providing guidance, support and training to ABA Instructors and their teams, monitoring all aspects of their work. The successful candidate will oversee the education of our students, developing appropriate curriculum plans and behaviour strategies.

## Main Duties and Responsibilities

### Behaviour reduction plans

- To analyse problem behaviour and develop behaviour reduction plans based on the principles of applied behaviour analysis
- Ensuring all behaviour reduction plans are approved by a certified behaviour analyst (BCaBA / BCBA) – if post holder still undergoing training
- To monitor the effectiveness of behaviour reduction plans and make adjustments as required on a 2 weekly basis or more frequently if necessary
- To consult with a BCBA when considering the use of consequence-based procedures to reduce problem behaviour and monitor the effect that such procedures are having on the frequency, duration and intensity of problem behaviour on a daily basis, ensuring all such plans are approved by a BCBA and the Head of Post-19.
- To explain and demonstrate the implementation of behaviour reduction plans to parents, carers and other professionals.
- To monitor the success of behaviour reduction plans and the record keeping
- To discuss or inform parents of behaviour reduction plans.

### Curriculum and teaching

- To plan for and oversee the teaching of group skills lessons
- To oversee and advise on the use of reinforcement, data taking and group responding of students
- To oversee all aspects of a student's curriculum and ensure the successful integration of IEP targets.

### Training

- To provide on-going training, guidance and demonstrations to ABA Tutors, using the principles of Applied Behaviour Analysis in order to maximise student progress and promote good teaching practice
- To provide scientific theory training to new staff and on-going theory training to other staff members
- To make and update training videos showing a range of different learners and teaching procedures
- To support other staff members in teaching appropriate independent and social skills
- To provide training and support to the ABA Instructor ensuring that they are confident with all aspects of their own job role
- To support ABA Instructors in providing training, ensuring that they are confident with all aspects of their own job role
- To conduct termly formal observations on ABA Instructors and provide on-going training based on the outcomes of those observations

- To provide written feedback for any training given in the form of training notes as appropriate
- To support ABA Instructors with the filing and structure of data and records.
- To keep up to date with and follow current service policies so that good practice can be modelled and provided to staff in your Hub.

### Staff management

- To monitor the professional conduct of ABA Tutors and ABA Instructors within your Hub, to address issues as they arise and to keep the senior leadership team informed.
- To monitor the efficiency and effectiveness of teaching of all staff (including ABA Instructors) within your Hub and provide 'on-the-spot' training and guidance where necessary
- To contribute to 3-6 month reviews for Trainee ABA Tutors, and where required attend and support meetings.
- To prepare for and attend 3 and 6 month reviews for ABA Instructors in their probationary period and yearly performance management meetings
- Provide ABA Instructors with a weekly timetable and ensure that the timetable is adhered to
- To oversee the training being delivered by ABA Instructors, including modelling good demonstrations, observing training, checking training notes and delivering feedback
- To manage ABA Tutor rotation and allocation across a Hub.
- Ensure student's ABA Tutor teams are managing workloads and communicating assessments from programmes effectively and accurately.

### Student progress

- To oversee initial assessments of new students, write a baseline assessment report (including an IEP) and meet with parents and carers to discuss the report and IEP
- To organise service to service transition plans for new students along with a home visit where appropriate
- To provide both one to one and group instruction using ABA procedures and demonstrate good teaching practice at all times
- To be responsible for overseeing the efficiency and accuracy of assessments of each student (VB-MAPP, ABLLS-R, AFLS, EFL) and ensure that they are updated at least every 12 months
- To develop Individual Education Plans for each student in each term based the outcomes of the assessments and dialogue with parents and carers
- To be responsible for overseeing, developing and introducing programmes for students based on the Individual Education plans and ensuring that all targets from the IEP's are worked on within the term
- To adjust teaching strategies and put in programme changes where the student is not making satisfactory progress
- To prepare for and participate in Annual Reviews and EHCPs for students
- To oversee and contribute to End of Term Reports
- To liaise with the organisation's Occupational Therapist and Speech and Language Therapist to ensure that the targets they set are incorporated into each student's programmes and to report and feedback on student's progress.

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- To work with the outside teaching specialists, i.e. horticulture, health & fitness classes to ensure that their classes are appropriate to the developmental age and needs of the students.

### **Parent and carer communication**

- To offer parents in-house and at-home training related to their student's individual programme
- To prepare for and attend parent meetings and IEP evenings/days to advise parents of the progress made by their son / daughter
- To meet with parents to discuss concerns and implementation of strategies
- To generally be prepared to meet with parents or to speak to them on the phone or by email on a regular basis.
- To coordinate the end of day email communication to parents.

### **Pupil welfare**

- Safeguarding the security, safety and wellbeing of students at all times during operating hours, in the Hub and out in the community reporting any concerns in accordance with the Adult Safeguarding Policy and Procedure
- To ensure that all students have an up to date risk assessment that is communicated to relevant people
- To ensure the dignity of the students is upheld at all times
- To promote independence of the students
- To have a thorough knowledge of the level of intimate care needs for each student within your Hub and ensure intimate care routines are explained to relevant tutors and adhered to consistently.

### **Classroom management**

- To be responsible for the management and organisation of their Hub including, but not limited to kitchens, toilets, displays, equipment, resources, attendance, risk assessments
- To ensure clear and effective communication between all roles within the Hub
- To monitor general health and safety within the Hub and in all activities undertaken, rectifying any concerns or reporting them to the Health and Safety Officer / Head of Post-19 as needed – including risk assessments of spaces used
- To plan assist in the planning of group trips.

### **Additional/general**

- To remain up to date with evolving teaching and behaviour management procedures by reading behavioural journals and attending conferences and share that knowledge with other staff members

- To understand, adhere to and actively implement all the policies and procedures of the service and organisation at all times
- To actively participate in staff meetings and staff training sessions
- To develop knowledge of autistic spectrum disorders including the effect upon individuals and families and to demonstrate a thorough knowledge of ABA/VB procedures and practice
- To represent the service at Annual Reviews, Special Educational Needs Tribunals and other meetings as required
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role
- To undertake the role of Alerting Manager / DSL if requested by Head of Post-19
- As a term of your employment you may be required to undertake various other duties as reasonably required by the Head of Post-19.