

## Job Description: ABA Tutor for Early years

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| <b>SALARY RANGE:</b>        | £18,000 pro rata after twelve months service, increasing to £20,000 pro rata depending on performance  |
| <b>HOURS:</b>               | 22.5 hours per week, 3 days per week (Tuesday, Wednesday, Thursday)  |
| <b>ACCOUNTABLE TO:</b>      | Heads of Early Years   |
| <b>LINE MANAGER:</b>        | ABA Supervisor Early Years   |
| <b>LOCATION:</b>            | 18 Blyth Road, Bromley, BR1 3RX  |
| <b>PROBATIONARY PERIOD:</b> | Four months  |
| <b>HOLIDAY:</b>             | The school/service year for pupils is approximately 40 weeks. All school/service closures are non-working days.  |
| <b>SICK PAY:</b>            | Full pay whilst unable to work due to sickness as follows: <ul style="list-style-type: none"><li>• 0 days in first three months</li><li>• 5 days for the remainder of the first year</li><li>• 20 days thereafter</li><li>• Salary payments for periods of sickness beyond 20 days in a 52 week period are at the discretion of BeyondAutism</li></ul> |
| <b>OTHER BENEFITS:</b>      | Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase. For experienced tutors working towards their BCBA qualification, there is a potential for BCBA supervision hours after completing their probation period. This is based on competency and performance                                      |

### About BeyondAutism

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers.

We run BeyondAutism schools, Independent Special Schools, offering transformative specialist education for children and young adults with autism aged 4-19. Our Early Years' Service provides support for families and children aged 15 months – 5 years, while our Post-19 provision offers

opportunities to young adults with autism, from the age of 19 up to 25 – preparing them for adulthood with a skillset that enables them to have choice and control.

We also provide Outreach and Training services for parents, carers, professionals and mainstream schools – delivering life-changing outcomes in education settings and at home.

## About BeyondAutism Early Years' Service

BeyondAutism Early Years' is an innovative service to engage with families at the earliest point of their child's life. We use the latest research and evidence from **ABA/VB** practice, delivered by a multidisciplinary team. Our developmentally informed, parent led workshops supported by professionals, will be organised to address engagement, communication and play using the Early Years' curriculum, Development Matters, Essential for Living (EFL) and the Early Years Denver Model. During a session parents will have the opportunity to spend some time together, creating a supportive peer group.

## Job Purpose

To run programmes for children and their parents in our Early Years' Service, gather and analyse data. To plan and deliver engaging and stimulating activities for young children in the programme. To actively train, support and empower families, explain and model effective strategies and teach skills to parents during the workshops to develop their child's speech and communication skills through play.

## What we expect of you

### Key tasks

- To work as part of the Early Years' Team running workshops for parents and children three days a week.
- To empower parents during the sessions, helping them to be more confident in their own and their child's ability.
- To deliver high quality training to parents and families.
- To encourage a positive, aspirational relationship between the child and their parents/family
- To provide a fun, playful environment where children make good progress and their achievements are celebrated
- To develop a good understanding of and be able to use different assessment methods (such as EFL, ESDM Curriculum Checklist, ABC data sheet, manding data) to gather and analyse data

- To understand and use different communication methods (e.g. PECS, Makaton, cued articulation).
- To inform parents about child`s progress by providing termly written reports.
- To use knowledge of the children, assessments and ABA/VB to make suggestions to the ABA Supervisor for individualised child and parent targets.
- To model and support children in small groups run by the Qualified Teacher.
- To support the Qualified Teacher with resource making for the curriculum plan.
- To be responsible for the safeguarding and health and safety of children, including the maintaining of a safe environment, following and implementing relevant policies and risk assessments as appropriate.
- To ensure the production, organisation and maintenance of curricular and teaching materials are age appropriate, functional and relevant to each child
- To complete the daily record sheet and all relevant data for each child after every session
- To make resources to ensure high quality teaching and training can be delivered.
- To actively participate in staff meetings, training and performance competencies on a regular basis.
- To undertake appropriate professional development on a range of relevant issues as agreed by management. To play an active role in own training and progression in understanding child development and the ability to apply the principles and procedures of ABA and VB.

### Additional/general

- Safeguarding the security, safety and wellbeing of pupils at all times during workshop hours, within the service and out in the community reporting any concerns in accordance with the Safeguarding and Child Protection Policy
- To monitor general health and safety within the classroom, rectifying any concerns or reporting to Health and Safety Officer / Site Manager as needed
- To understand, adhere to and actively implement all the policies and procedures of the school 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 charity at organised charity events and contribute to the organisation and running of the event when needed / out of hours on a voluntary basis
- To undertake additional tasks as directed by the Head of Outreach or ABA Supervisor.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.