

## JOB DESCRIPTION: Tram House ABA Consultant

<b>SALARY SCALE:</b>	£44,937.61 - £50,900.84
<b>HOURS:</b>	<p>Your normal working week is 5 days per week, Monday to Friday. The school will be open from 7.30am to 6pm during term time and until 8.30pm for parents' meetings. You will be expected to work a minimum of 37.5 hours per week during these times as required by the Heads of School and to attend evening meetings as required. In addition you will be eligible for a thirty minute lunch break which will not count towards your working hours.</p> <p>Variations may be introduced to meet changing needs; however, these will only be introduced after consultation with you.</p>
<b>REPORTS TO:</b>	Head of Tram House School
<b>LOCATION:</b>	520 Garratt Lane, London, SW17 0NY
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	The school year for pupils is approximately 40 weeks. ABA Consultant's holiday entitlement will be taken outside the six school half terms as approved by the Governing Body. Some working time within school holiday periods is required.
<b>SICK PAY:</b>	In accordance with the BeyondAutism sickness absence policy.
<b>OTHER BENEFITS:</b>	Pension
<b>LINE MANAGEMENT OF:</b>	ABA Supervisors

### About Tram House School

Tram House School is an independent special school for children and young people aged 11-19 with autism. Tram House School offers a structured programme of intensive intervention, applying the scientific principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to deliver the National Curriculum and teach functional communication and daily living skills; empowering our pupils to lead rewarding lives and fulfil their potential.

## Job purpose

As the lead ABA practitioner you will be an active member of the school senior leadership team informing the strategic direction of ABA practice and ensuring the quality of all programmes through the management of the ABA Supervisors. The ABA Consultant will be expected to lead on whole school training as directed by the Head of School.

S/he will support the Executive Head and Head of School in the day-to-day leadership of teaching and learning, using the principles of ABA/VB and drawing on other therapies which support learning and the development of life skills, in accordance with the policies approved by the Trustees and Governors and within the resources allocated by Trustees.

## Key responsibilities:

### To be responsible for the education and welfare of the pupils

- Working effectively with the Head of Pastoral to ensure the safeguarding of the pupils, modelling best practice at all times.
- Cooperate and work with relevant agencies to safeguard and protect children and young adults and promote their welfare.
- Ensure that the individual needs, experience, interests and abilities of each student are met and provide the best environment to ensure that each student is learning according to a personalised planned and age-appropriate curriculum, based on best practice in ABA/VB and developed in accordance with national standards and assessed needs and capabilities.
- Ensure that each pupil is appropriately assessed at each stage of development and that progress is constantly monitored, recorded and evaluated. Ensure that learning and achievement is systematically recorded and is used to plan individual objectives and contribute to the objectives of Tram House School as a whole.
- Establish an environment of good order and behaviour at Tram House School, to allow every student to maximise the opportunity to develop to their full potential.
- Monitor the welfare of students, helping to prepare reports to the CEO, Trustees and Governing Body, and, ensure that appropriate communication and liaison exists with parents and families, education, health and social care organisations and other professionals involved in pupils' welfare.
- Ensure that all staff are recruited according to BeyondAutism policies, conforming to legal disclosure and barring procedures and receive induction training and support to meet the needs of all pupils.
- Ensure that all student records and information are stored according to BeyondAutism policy

### To support and manage the ABA Supervisors in their roles

- Support all school staff to fulfil their responsibilities by providing personal and professional development to support the school development plan.
- Create a climate of support and trust within the school in which everyone feels heard and valued and in which concerns and ideas for improvement can be properly discussed and in which the leadership team is supported in its decisions.
- Ensure that staff resources and all other school resources are effectively and efficiently managed and deployed across sites to benefit pupils and that Tram House School attracts and retains high quality staff from trainees to specialists.
- To lead and chair ABA Supervisor meetings, to ensure best practice is shared and prompted within both schools.
- To oversee the quality of the ABA Supervisor's work.
- To support ABA Supervisors in developing programmes and or behaviour management strategies where required.
- To prepare and conduct reviews and appraisals of ABA Supervisors in conjunction with the Heads of School.
- To oversee the professional development of ABA Supervisors, including accreditation of BCBA / BCaBA.

### To play a key role in parent training

As delegated by the Executive Head or Head of School:

- Manage communication and meetings with parents and carers, including routine (progress review, termly and annual review meetings) and exceptional meetings.
- Liaise with the Parents' Forum for all matters relating to teaching, learning and student welfare and progress within the Sixth Form.
- Support the organisation of all parental events, e.g. resource making, curriculum information, open days and other events.

### To ensure, oversee and contribute to the training of ABA Supervisors and Advanced Skill Practitioners. Taking a lead role in the induction of new ABA Trainee Tutors.

- To take a lead role in delivering induction training of all staff (INSET), especially trainee tutors.
- To contribute to the content of training materials where necessary and in consultation with the Head of School.
- To monitor the quality of behaviour management, teaching and learning, in line with the school policy.
- To develop and implement class specific inset or after school training sessions.
- To actively participate in the overall management of the classroom teams.

## Monitor and contribute to quality assessment, recording and reporting

- To monitor the quality of Individual Education Plans, progress and annual review reports, behaviour management plans and other pupil progress or planning documents, in conjunction with the Head of School and Head of Pastoral Care.
- To contribute to the development of EHC Plans and to monitor the outcomes for pupils through data.

## General

- To remain cognisant of evolving teaching techniques using the principles of Applied Behaviour Analysis in particular Verbal Behaviour.
- Maintain effective and efficient management and organisation of the accommodation and resources of the school.
- Ensure the maintenance of a structured environment for effective teaching and learning.
- Manage the ABA/VB teaching and learning resources.
- To represent the school at SEND Tribunals.

## School Senior Leadership Team

- Take an active role in the drafting of the school development plan, in partnership with the Head of School for approval by the Governing Body
- Conduct effective evaluation processes to ensure the high quality and timely quality checking, evaluation and review of the school, in partnership with the Head of School (SEIF).
- Take an active role on Tram House School's Senior Leadership Team, delivering monthly reports as required.
- Take an active role in times of external review and scrutiny (including: Ofsted, Local Authority Reviews, school improvement reviews commissioned by the governing body and/or BeyondAutism)

## Other Duties and Responsibilities

- To be involved in Outreach projects when required.
- Other duties that the Head of School may from time to time ask the post-holder to perform.