

Job Description: ABA Tutor: with supervision hours

SALARY RANGE:	£13,900 during probationary period, £14,400 once confirmed in post. After the completion of 12 months service base salary will increase to £19,250
CONTRACT:	Fixed term contract for 2 years
HOURS:	30 hours per week, increasing to 37.5 per week in year 2. 4 days per week in year 1, increasing to 5 days in year 2
ACCOUNTABLE TO:	Deputy Head of School
LINE MANAGER:	Advanced Skills Practitioner
LOCATION:	Tram House School, 520 Garratt Lane, London, SW17 ONY or Park House School, 48 North Side Wandsworth Common, London, SW18 2SL
PROBATIONARY PERIOD:	Four months
HOLIDAY:	The school year for pupils is approximately 40 weeks. All school closures are non-working days.
SICK PAY:	Full pay whilst unable to work due to sickness as follows: <ul style="list-style-type: none">• 0 days in first two months• 5 days for the remainder of the first year• 20 days thereafter• Salary payments for periods of sickness beyond 20 days in a 52 week period are at the discretion of BeyondAutism
OTHER BENEFITS:	Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase

About BeyondAutism

BeyondAutism is a charity with a vision that everyone with autism accesses an education which empowers a life full of choice, independence and opportunity.

We run outstanding educational services for children and young adults with autism aged 15 months to 25 years as well as providing Outreach and Training services for parents, carers and professionals. Our Research and Learning hub is a conduit for sharing great practice, for problem solving through research and for inspiring learning across the globe.

Job Purpose

To provide excellent ABA/VB teaching to children and young people with autism and associated learning difficulties. To support the ABA Supervisors, Teachers and Advanced Skills Practitioners in ensuring the daily needs of our pupils are met in a professional, competent, safe and fun school environment. To follow the principles of ABA to enable the pupils within the school to access learning in a way that allows them to learn new skills at their own pace.

The ABA Tutor role, with supervision hours is a role specifically for MSc students who are about to undertake their first year of study in Applied Behaviour Analysis. Tutors will spend 4 days per week working directly with service users, as well as receiving supervision hours from a qualified Board Certified Behaviour Analyst (BCBA). In Year 2, Tutors will increase to 5 days per week, with continued access to regular supervision, working towards BCBA certification.

What we expect of you

Key tasks

- To work as part of a classroom team providing ABA instruction to children with autism and related communication disorders on an individual basis, in pairs or in small groups.
- To analyse pupils' behaviour to allow for a function of the behaviour to be identified and to manage the behaviour where appropriate in a calm and professional manner and in accordance with individual pupil behaviour plans, risk assessments and school policy. This may include the use of positive handling techniques (Team Teach).
- To develop an understanding of assessments used within the school that track pupil progress and development of Individual Education Plans (ABLLS-R, VB-MAPP, AFLS).
- To ensure that individual and class timetables are adhered to at all times.
- To be flexible and willing to follow any variations in staff timetabling and pupil cover – including last minute changes implemented by the Deputy Head of Schools when necessary.
- To collect and record clear data on all programmes, including accurate analysis and recording of sequence-analysis-data (Antecedent-Behaviour-Consequence).
- To provide intimate care (e.g. toileting, nappy changing, medication and support with feeding) for children within the school as required.
- 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, including swimming.
- To be responsible for the safeguarding and health and safety of pupils, including the maintaining of a safe environment, following and implementing relevant policies and risk assessments as appropriate.
- To graph pupils daily and weekly progress accurately.

- To monitor and maintain your pupil's clipboards and programme folders and ensure they are kept up to date and ready for an unfamiliar teacher.
- To ensure the production, organisation and maintenance of curricular and teaching materials are age appropriate, functional and relevant to your learner.
- To inform your Advanced Skills Practitioner and/or Supervisor of 2-week flatlines on programmes within your folder so that progress can be monitored, and teaching procedures amended where applicable.
- To complete the home-school book daily in accordance with relevant school policy and ensure good home-school communication.
- 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 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.
- To engage fully with BCBA supervision, including individual and group supervision.
- To engage with literature and research in behaviour analyst and topics related to autism, child development, teaching and learning.

Additional/general

- Safeguarding the security, safety and wellbeing of pupils at all times during school hours, in school 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 autism 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 Executive Head of Schools, Deputy Head of School, ABA Supervisor or Advanced Skills Practitioner.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.