

Job Description: Post-19 ABA Instructor

SALARY SCALE:	£23,070 – £28,927
HOURS:	37.5 hours per week. 5 days per week.
TYPE	Full, Permanent
ACCOUNTABLE TO:	Head of Post-19
REPORTS TO:	ABA Supervisor
LOCATION:	<i>14 Enterprise Way, London SW18 1FZ And other future Hub locations to be confirmed.</i>
PROBATIONARY PERIOD:	Six months
HOLIDAY:	The service year for students is approximately 40 weeks. All services closures are non-working days.
SICK PAY:	In accordance with the BeyondAutism sickness absence policy.
LINE MANAGEMENT OF:	ABA Tutors

About BeyondAutism

BeyondAutism is a charity dedicated to ensuring everyone with autism accesses an education which empowers a life full of choice, independence and opportunity. We do this through positive educational experiences, training for the people who work with them and support for their families and carers. In addition to running BeyondAutism Post-19, BeyondAutism also runs two schools, an Early Years' service and offers outreach, training and consultancy services.

Job Purpose

To provide excellent ABA/VB instruction and training to ABA Tutors and to deliver the provision's curriculum, and contribute to the development of other tutors, students and service policies and strategies. To provide support for students, colleagues and the service in order to raise standards of achievement for all students, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing cohorts, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of adult life.

KEY TASKS:

Leadership, Management and Training

- To be part of the service's Middle Leadership Team and support the Supervisor in delivering outstanding education and care for our students.
- To be committed to the charity values of:
 - Dedicated to delivering excellence;
 - Respectful;
 - Committed to ABA;
 - & Proud to Challenge.
- Promote inclusion within the community, by establishing and maintaining professional relationships with partners.
- To line manage, train and support new and existing ABA Tutors in their role.
- To ensure new ABA Tutors complete an effective induction and probationary period, with the right support and guidance.
- Training staff to be effective key workers, ensuring there are appropriate targets, resources and data.
- To carry out teaching observations with the guidance of the ABA Supervisor, including delivering written and verbal feedback.
- To deliver individual, group and whole service training, including stakeholder training.
- To contribute to the Self-Evaluation Form (SEF), Service Development Plan and organisational strategy as required.
- To deputise for the ABA Supervisor in their absence.
- To cover ABA Tutors in their absence where necessary.
- With the ABA Supervisor, manage staffing arrangements for Tutor allocation; break, lunch and snack schedules.
- With the ABA Supervisor, coordinate work experience placements, including risk assessments and pre-site visits.
- Write, review and implement risk assessments for individuals, groups, locations and trips.
- Contribute to multidisciplinary meetings, both internally and externally as required.
- Lead on group trips and visits as required.
- To monitor attendance daily, using the Schoolpod and raise concerns in line with the Safeguarding Adults Policy and Procedure.
- Ensure effective communication with both on site and off site working, using the Lone Working Policy.
- To send daily feedback emails to parents and carers, adding and amending content when necessary.
- Supporting effective running of the transport plan at the start and end of day.

Key tasks: Teaching and Learning

- Be a source of expertise in ABA and VB principles and assist in the professional development of colleagues.
- With the ABA Supervisor, establish a student's 'Ideal Week' and design and implement timetables for individual students.
- Ensure sessions delivered by ABA Tutors are varied, engaging and effectively integrate Individual Education Plans (IEP) targets.
- With the ABA Supervisor, carry out assessments and complete reports as required.
- Monitor, maintain records and evaluate the progress of students, including daily, weekly and termly progress, ensuring all students achieve at least Expected Progress.
- Train staff in delivering effective NET sessions in both the Hub and community environments.
- Train staff in implementing behaviour plans and strategies consistently and effectively.
- Organise and manage learning environments, including the maintenance of resources, teaching spaces and displays.
- Assist in physical support and maintain personal equipment used by the student at the service and administer medication in line with the service policy.
- Supervise students during snack and lunch times.

Additional/general

- Safeguarding the security, safety and wellbeing of students at all times during service hours, in the Hub and out in the community reporting any concerns in accordance with the Safeguarding Adult's Policy and Procedure.
- To monitor general health and safety within the teaching environments, rectifying any concerns or reporting via Schoolpod.
- To understand, adhere to and actively implement all the policies and procedures of the service 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 Post-19 or ABA Consultant.
- To operate and comply with all data protection policies and procedures.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.