

## **JOB DESCRIPTION: Sixth Form Consultant Behaviour Analyst**

<b>SALARY SCALE:</b>	£51,743 - £54,929 (depending on experience) + SEN 1
<b>HOURS:</b>	<p>This role will be full-time after October half term.</p> <p>The school will be open from 8.15am to 5.30pm during term time and until 8.30pm for parents' meetings. 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 School/ Head of Sixth Form
<b>LOCATION:</b>	140 Woking Close, London, SW15 5LD
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	The school year for pupils is approximately 40 weeks. Consultant Behaviour Analyst'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>	Behaviour Analysts

### [About Tram House School Sixth Form](#)

Tram House School Sixth Form is an independent special school for autistic children aged 16-18. Tram House School Sixth Form offers a structured programme of intensive intervention, applying the scientific principles of Behaviour Analysis 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 a Consultant Behaviour Analyst you will be an active member of the school senior leadership team informing the strategic direction of Behaviour Analysis practice and ensuring the quality of all programmes through the management of the class Behaviour Analysts. The Consultant Behaviour Analyst will be expected to lead on whole school training as directed by the Head of School/ Head of Sixth Form.

They will support the Head of School and Head of Sixth Form in the day-to-day leadership and running of the Sixth Form. They will take an active leadership role in the development of teaching and learning within Sixth Form, using the principles of Behaviour Analysis and drawing on other therapies which support learning and the development of life skills. This will be 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 (responsible for safeguarding and SENCo responsibilities) 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 Behaviour Analysis 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 Sixth Form, 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 student records and information are stored according to BeyondAutism policy

### To support and manage Behaviour Analysts 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 Sixth Form attracts and retains high quality staff from trainees to specialists.
- To lead and chair Behaviour Analyst meetings, to ensure best practice is shared and prompted within both schools.
- To oversee the quality of the Behaviour Analyst's work.
- To support Behaviour Analyst's in developing programmes and or behaviour management strategies where required.
- To prepare and conduct reviews and appraisals of Behaviour Analysts in conjunction with the Heads of School.
- To oversee the professional development of Behaviour Analysts, including accreditation of BCBA / BCaBA and UKSBA.

### To play a key role in training

- As delegated by the Head of School or Head of Sixth Form:
- Manage communication and meetings with parents and carers, including routine (progress review, termly and annual review meetings) and exceptional meetings.
- 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 Behaviour Analysts and Advanced Skill Practitioners. Taking a lead role in the induction of new Teaching and Learning Practitioners within Sixth Form.
- To take a lead role in delivering induction training of all staff (INSET), especially trainee Teaching and Learning Practitioners.
- To contribute to the content of training materials where necessary and in consultation with the Head of School/Head of Sixth Form.
- To monitor the quality of behaviour management, teaching and learning, in line with 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 (responsible for safeguarding and SENCo responsibilities).

- 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 Behaviour Analysis teaching and learning resources.
- To represent the school at SEND Tribunals.

## School Senior Leadership Team

- In the absence of the Head of School/Head of Sixth Form be responsible for the day to day running and management of the Sixth Form, including, supporting staff with dynamic decision making.
- To be a deputy designated safeguarding lead and support staff with safeguarding concerns or issues arising of a safeguarding nature.
- 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
- Alongside the Head of School and Head of Sixth Form complete the School Development Plan.
- Effectively evaluate the School Development Plan and Sixth Form pathway. To ensure high and timely quality checking, evaluation and review of the school, in partnership with the Head of School (SEIF) and other members of the Senior Leadership Team.
- Take an active role on Tram House School's Senior Leadership Team, delivering monthly behavioural reports as required, ensuring deadlines are adhered to.
- Alongside the Head of Sixth Form, lead on setting up work experience placements and oversee their success once set up.
- Oversee the running of extra curricula activities within Tram House Sixth Form e.g. lunchtime clubs, swimming, rugby etc
- 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)
- Alongside the Head of School/ Head of Sixth Form, set up budgets and review spending across the academic year. To contribute to the school's budget requests for the following academic year.
- To ensure that Health and Safety standards of Sixth Form are adhered to and work with the site managers/ Head of Facilities to ensure these standards are maintained.

- To undergo all necessary training to fulfil the Sixth form pathway's model e.g. AQA, ASDAN, first aid, fire warden, safeguarding, safer recruitment training, mental health first aid, line management

### Other Duties and Responsibilities

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