



"Where children come first"

Job Description

Post: ABA Tutor

Grade: KR9

Salary: £34113.00 (full time), Pro-rata £27,284.00

Responsible to: Senior Leadership Team

Hours: 35 hours per week, 38 weeks per year

Contract Type: Temporary

Your job description is intended as a reference document which identifies your main responsibilities and activities.

Our vision 'Where children come first' and values of flying high, teamwork, resilience, and creativity are essential to the work that you'll carry out here at Aylesham Primary School. As a member of staff it is vital that you share these with us so that we can work together as a team and enable all children to learn effectively.

- To deliver high quality teaching support working directly with a child with autism in a mainstream school. To be recognised as part of the staff team by the children in the room, and to establish routines which support inclusion for the child whilst maintaining progress via ABA.
- Conduct 1:1 intensive teaching sessions along with paired and small group teaching sessions using an ABA approach across a variety of settings, as directed by the BCBA in conjunction with the SENCO. These sessions will be fluid and dependent on behaviour and need. Maintaining close working relationships with the class teacher to allow this to occur with full understanding.
- Key worker for one child in the class responsible for ensuring a joint team plan is carried out as coordinated by the school SENCO, following advice from:
The ABA consultant, specialist teacher for autism, therapists and class teacher's recommendations. Directions and programmes are carried out utilising good ABA principles, practice as well as positive teaching principles (including using agreed safe handling techniques where appropriate)
- To work as part of a classroom team providing behaviourally based instruction to a child with autism and related communication disorders.
- To collect and record data on the programmes delivered as instructed by the BCBA.
- To work alongside and support the child, when Class Teacher, SENCO and professionals assess curriculum progress and attainment data.
- Ensure that salient pupil progress data is collected, summed and graphed. Responsible for regularly communicating data to BCBA. Responsible for ensuring all pupil files, pen portraits, home/school book are written and updated. Ensure all data/descriptions are shared with SENCO and class teacher for other reports.
- Responsible for ensuring accurate and appropriate ABA data collection systems are followed and used as an effective assessment for learning tool

through liaison with the BCBA. Responsible for supporting the child when curriculum assessment is completed and attainment data is collected by the class teacher and SENCO. Sharing and discussing progress in all areas to provide the holistic picture of progress and attainment.

- To provide personal care (e.g. toileting, feeding and medication as agreed by the SENCO) for a child within the school.
- To supervise indoor/outdoor break sessions snack/lunch of the allocated child.
- Responsible for safeguarding the health and safety of pupils, including maintaining a physically safe environment and following risk assessments as appropriate.
- Ensure risk assessments and emergency plans are in place and reviewed.
- Ensure safe working practices.
- Safeguarding incidents; other incidents and accidents are recorded and passed onto the Designated Safeguarding Leader - The Deputy Head Teacher.
- To participate in class, multi-professional, school, LSA and staff meetings as agreed with the SENCO.
- Responsible for production, organisation and maintenance of appropriate teaching materials and resources to support personalised targets.
- Responsible for ensuring effective communication (the right information, to the right people, at the right time).
- Responsible for the health and safety of self and others using proactive and reactive strategies. This may include using positive behaviour techniques (as per school behaviour policy).
- To contribute to the production, organisation and maintenance of appropriate curricular and teaching materials.
- To understand and actively implement all school policies on curricular and other matters.
- To participate in staff meetings and training when appropriate.
- During the period of employment, to undertake appropriate professional development on a range of relevant issues as agreed by the Senior Leadership Team.
- Commitment to continuing professional development in ABA practice and theory, knowledge of the curriculum including the National Curriculum and working with children with autism.
- Maintain a thorough working knowledge of the schools policies and procedures.
- Act in the best interest of all the pupils of the school; and behave in a professional manner including maintaining confidentiality as required.
- Maintain confidentiality about home-school/student-teacher/school-work matters and follow the school code of conduct at all times.

Signed: Date:

Signed: Headteacher