

## ABA Tutor Job Description

Tutors working within the VB (verbal behaviour) department of Treetops school will work under the direction of their class instructor; with support and on-the-job training provided by their class senior.

Duties will include:

- Assisting in the development of individualised programmes, underpinned by the science of ABA (applied behaviour analysis), with specific emphasis on a verbal behaviour (VB) approach to language
- Implementing these programmes on either a 1:1, 1:2, or small group basis, dependent on the needs of the student(s) they are assigned to work with
- Preparing resources for the running of targets for each students' programme
- Collecting accurate data on both challenging behaviour and skill acquisition throughout the school day
- Graphing daily data at the end of the school day and cumulative progress data at the end of the school week
- Maintaining records in each students' individual folder; archiving old data appropriately
- Assisting class instructors and seniors in the running and set up of daily classroom activities
- Supervising pairs or small groups of students at breaks and lunch times, encouraging independence, social play with their peers and appropriate behaviour which is consistent with the school's behaviour, value and aims documents
- Reporting any safeguarding concerns to the class instructor, VB manager or safeguarding leads
- Developing professional relationships with parents and providing accurate information daily in the home-school communication books
- Co-operating with colleagues to ensure the aims of the school are achieved consistently
- Forming and maintaining good relationships with the children and young adults of the school; based on mutual respect, trust and understanding
- Assisting with the physical and self-care needs of the children and young adults as they require; including, but not limited to, any toileting procedures
- Working across all key stages within the VB department on either a termly or bi-termly basis
- Any other duties as deemed necessary by the VB manager or headteacher

All staff will be expected to conduct themselves in a manner consistent with the school's values and expectations.