

## JOB DESCRIPTION: Post-19 ABA Tutor

<b>SALARY RANGE:</b>	£18,500 during probationary period, £19,750 once confirmed in post
<b>HOURS:</b>	37.5 hours per week
<b>ACCOUNTABLE TO:</b>	Head of Post-19 ABA Supervisor
<b>LINE MANAGER:</b>	
<b>LOCATION:</b>	Within Yarrow Housing, based at Goldhawk Road (W12 9NX), and out in the community
<b>PROBATIONARY PERIOD:</b>	Four months
<b>HOLIDAY:</b>	The student year is approximately 40 weeks. All project closures are non-working days (approx. 11 weeks)
<b>SICK PAY:</b>	Full pay whilst unable to work due to sickness as follows: 0 days in first three 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
<b>OTHER BENEFITS:</b>	Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase

### About BeyondAutism

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We empower people with autism to lead fuller lives and we enable families to cope, so that they can see beyond to a brighter future. In addition to running BeyondAutism Schools, BeyondAutism also offers outreach, training and consultancy services.

### Job Purpose

The role involves supporting a young adult in our Post-19 service and out in the community. Working with a team of ABA Tutors, you will provide excellent support using the methods of ABA/VB teaching to a young adult with autism and associated learning difficulties. You will support the ABA Supervisor and ABA Instructor in ensuring the daily needs of our students are met in a professional, competent, safe and fun environment within our Post-19 service. You will need to follow the principles of ABA to enable the students to access learning in a

way that allows them to learn new skills at their own pace. Further training on ABA/VB in an adult setting will be given to the successful candidate.

## What we expect of you

### Key tasks

- To work in a team providing ABA/VB instruction to a young adult with autism and related communication disorders.
- To support a young adult out in the local community, including developing skills to use public transport, developing social and communication skills, promoting independence and encouraging personal interests.
- To analyse pupils' behaviour to allow for a function of the behaviour to be identified and to deal with the behaviour where appropriate in a calm and professional manner and in accordance with individual pupil behaviour plans, risk assessments and BeyondAutism policy. This may include the use of positive handling techniques (Team Teach).
- 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 student cover – including last minute changes implemented 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, medication and support with feeding) for pupils and whilst in the community as required.
- To supervise and support pupils on activities and trips, including swimming.
- To be responsible for the safeguarding and health and safety of pupils and whilst in the communities, including the maintaining of a safe environment, following and implementing relevant policies and risk assessments as appropriate.
- To graph daily and weekly progress accurately.
- To monitor and maintain your clipboards and programme folders, ensuring 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 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-communication book daily in accordance with relevant 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. To play an active role in your own training and progression in understanding and your ability to apply the principles and procedures of ABA and VB.

### Additional/general

- Safeguarding the security, safety and wellbeing of pupils at all times, including in the Hub and out in the community reporting any concerns in accordance with the Safeguarding Policy.
- To monitor general health and safety, 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 BeyondAutism at all times.
- To actively participate in staff meetings and staff training sessions.
- To develop knowledge of autism 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 ABA Supervisor.