

Job Description



Post: Trainee ABA Tutor

Location: Chrysalis School for Autism

Accountable to: Head of ABA

Date: November 2007

Context

Chrysalis School for Autism provides a full-time education for pupils between the ages of 4 and 14 years of age who have moderate to severe autism and related disorders. The main approach used by the school is Applied Behaviour Analysis (ABA), which is used throughout the school day. This approach provides intense, highly structured learning, based on a minimum of one-to-one ABA tutor/pupil ratio. However, at certain times, such as group and structured play, a range of approaches may additionally be used, depending on the child's learning needs and the learning objectives within his/her individual programme. Emphasis is placed on self-help/independence, communication and sensory issues and programmes to address pupils' needs in these and other areas are delivered in the school setting and the wider community.

We are currently recruiting enthusiastic trainee ABA tutors as well as those with ABA experience to work as part of a classroom team to teach pupils with autism using the principles of Applied Behaviour Analysis. We are looking to appoint members of staff who can help shape the future of our small but expanding school.

Job Purpose

To support the Head of ABA in ensuring the efficient and effective running of the class and to provide individual tuition based on the principles of ABA in order to meet the needs of the pupils and maximise their potential.

Main Responsibilities

- To be able and willing to work as part of a team.
- To teach pupils with autism programmes derived from targets in IEPs, using ABA principles.
- To collect and record data on the programmes delivered, as instructed by the Class Leader.
- To support the Class Leader with curriculum planning.
- To plan and implement weekly group activities as agreed with the Class Leader and Principal.
- To lead and assist at Circle Time.
- To provide personal care (e.g. toileting, nappy changing and feeding) for pupils within the school.
- To assist with the pastoral care of the pupils, attending to their personal and social needs, as necessary, and building and maintaining successful relationships with them.
- To implement identified individual and class behaviour strategies, including using agreed physical intervention techniques.
- To collect and record data on the programmes delivered, including accurate data collection and maintenance of graphs.

- To assist during break/lunch duties and to supervise indoor and outdoor playtimes safely.
- To participate in facilitating play skills with the children during indoor/outdoor playtimes.
- To assist with the production, organisation and maintenance of appropriate curricular and teaching materials.
- To help organise the necessary resources for new pupils.
- To support pupils' learning by using ICT.
- To understand and actively implement all school policies and procedures.
- To have regard to and use internal and external documents such as ABA and National Curriculum documentation and other curricular guidance.
- To follow school procedures for administering first aid/medicine, where necessary.
- To assist with programmes of special care, such as Occupational Therapy, Speech and Language Therapy and Physiotherapy, under the direction of the appropriate professional.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To assist with the preparation of risk assessments for off-site visits.
- To assist with the supervision of pupils on off-site visits.
- To undertake appropriate professional development, including regular supervision sessions and INSET days.
- To participate in school meetings.
- To reflect on own practice and identify ways to consolidate or improve practice.
- To support the Class Leader as appropriate with home/school liaison and completion of Home School books.
- To participate in the overall upkeep of the school.
- To help maintain a positive working environment.
- To maintain professional relationships with parents at all times.
- To ensure that Health and Safety issues are noted appropriately and maintain a safe working environment.
- To undertake other duties from time to time as may be appropriate.

This Job Description reflects the role at this particular point in time. The organisation reserves the right to review the Job Description from time to time and make changes. This will be done in consultation with the successful candidate.

NB. Chrysalis School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.