



Job Description: Verbal Behaviour (VB) Assistant

Hours: 36 hours per week as directed by your line manager.

Pay Scale: 2 (Points 10-13) Point 10 plus London Weighting and SEN Allowance, 40 weeks per year (pro rata).

Purpose of Job:

To work under the supervision of VB Group Lead/Class Teacher/VB Tutor to deliver high quality individualised VB programmes to pupils within the VB Class.

To support with the delivery of engaging group sessions

Directly Responsible to: VB Group Lead/Class Teacher/VB Tutor

Functionally Responsible to: Head of School and Head of Inclusion and Family Liaison

Main duties and responsibilities:

- Under supervision of VB Group Lead/Class Teacher/VB Tutor, deliver 1:1 and small group teaching to pupils in the VB class based on the principles of Applied Behaviour Analysis (ABA) and the Analysis of Verbal Behaviour.
- Effectively support pupils in group lessons, using strategies in-line with pupils' behaviour plans and targets.
- Be committed to positively and consistently managing challenging behaviour in-line with pupils' behaviour plans and recording all incidents in accordance with school policies.
- Supervise and support pupils to ensure their safety at all times.
- Attend to personal, health and hygiene matters and keep records/write reports when necessary, in liaison with the VB Group Lead/Class Teacher.
- Occasionally support staff may be given responsibility for dispensing medicine, in all circumstances the VB Group Lead/Class teacher should be kept informed.
- Be aware of and comply with Brent Specialist Academy Trust (BSAT) policies and procedures. Report all concerns to the appropriate person and record information in respect to all school policies with particular attention to: Child protection and Safeguarding, Health, safety and security, Confidentiality and Data protection.
- Undertake data collection as directed by the VB Group Lead/ Class Teacher and VB Tutor to aid with assessment and planning.

- Assist with displaying pupils' work under direction from VB Group Leader/ Class Teacher.
- Maintain classroom environment and prepare for lessons as instructed by the VB Group Leader/Class Teacher/ VB Tutor.
- Attend and contribute to weekly training and class meetings.
- Assist with supervision of pupils out of lesson time including before and after school and at lunchtimes/break times as required by Head of School.
- Accompany children on trips or community outings when appropriate.

Verbal Behaviour:

- Deliver excellent Intensive Table Teaching (ITT) and Natural Environment Teaching (NET) sessions in line with competency framework.
- Undertake data collection in all ITT and NET sessions.
- Be committed to continued professional development (CPD) in the area of Verbal Behaviour.

Parent and Family:

- Communicate positively with parents.
- Work positively with the Family Liaison Officer.

Personal Qualities:

- Be committed to listening to and reflecting on feedback in order to develop your professional practice.
- Be committed to developing skills in relation to VB competency framework, Team-Teach strategies and CPD opportunities offered by BSAT.
- Act as a professional positive role model within class and in the school environment to promote positive behaviour to pupils and other staff members at all times.
- Have knowledge of Alternative and Augmentative Communication (AAC) methods including Makaton signing and Picture Exchange Communication System (PECS).
- Work effectively as part of a team through excellent communication, taking initiative and providing support to colleagues when needed.

Other:

- Promote the BSAT vision and values at all times.
- Adhere to BSAT Code of Conduct at all times.
- Help to create and foster a positive team spirit.
- Ensure confidentiality.



BSAT will:

- Deliver on-going training in the area of VB for all applicants
- Deliver on-going in-house training through regular observations and overlaps with Head of Inclusion and Family Liaison, Inclusion Practitioner, Speech and Language Therapists and Occupational Therapists.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Signed: _____ Date: _____

