

## **Job Description: Verbal Behaviour (VB) Tutor**

**Hours:** 36 per week as directed by your line manager

**Scale: 5** (plus LW and SEN) 40 weeks per year (pro rata)

**Purpose of Job:** To work alongside the VB Group Leaders/Class Teachers to deliver high quality individualised VB programmes to pupils within the VB Classes and to support with assessment, data collection and developing behaviour plans for pupils in the VB classes.

**Directly Responsible to:** VB Group Leader/ VB Class Teacher

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

### **Areas of Responsibility and Key Tasks:**

- Be committed to planning and delivering motivating 1:1, 2:1 and small group sessions based on pupils' individualised targets and the principles of Applied Behaviour Analysis and the Analysis of Verbal Behaviour.
- Collect and analyse pupil data and use this to provide evidence of pupils' progress against their targets.
- When the group leader/teacher is not present, lead the class team and direct staff effectively, creating a positive classroom environment.
- Lead small group and class group teaching as required.
- Be committed to positively and consistently managing challenging behaviour in line with pupils' behaviour plans and recommendations from the Behaviour Team.
- Record all behaviour incidents in accordance with the school behaviour policy and update pupils' behaviour plans as necessary.
- Be pro-active in supporting pupils in all transitions throughout the school day, including to and from transport.
- Assist with supervision of pupils out of lesson time including before and after school and at lunchtimes, and break times as directed by Group Leader/Class Teacher/SLT.
- Accompany children on trips or community outings when appropriate and support the writing of risk assessments for these trips.
- 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 Medical and Wellbeing Coordinator. Occasionally support staff may be given responsibility for dispensing medicine under her instruction in her absence. In all circumstances the VB Group Leader/Class teacher should be kept informed.
- Be aware of and comply with Brent Specialist Academy Trust (BSAT) policies and procedures and 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.

- Contribute to pupils' weekly home school link letters, end of term reports, Annual Review reports, and photo montages as requested by the Group Leader/Class Teacher.
- Attend and contribute to weekly training and class meetings.
- Offer support and undertake other responsibilities as required.

### **Verbal Behaviour:**

- Run excellent Intensive Table Teaching (ITT) and Natural Environment Teaching (NET) sessions in line with VB competency framework.
- Undertake data collection in all ITT and NET sessions.
- Support the class teacher to analyse and report on data collection.
- Be committed to continued professional development (CPD) in the area of VB.

### **Parent and Family:**

- Work positively with parents and support parent training sessions.
- Work positively with Family Liaison Coordinator.

### **Supporting and Training:**

- Support VB Assistants to develop their practice in ITT, NET, and behaviour management.
- Support/train VB Assistants in the collection and analysis of data.

### **Personal Qualities:**

- Be committed to developing skills in relation to VB competency framework, Team-Teach strategies and CPD opportunities offered by BSAT.
- Be committed to listening to and reflecting on feedback in order to develop your professional practice.
- 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 and experience of teaching alternative and augmentative communication (AAC) methods including Picture Exchange Communication System (PECS) and Makaton signing.
- 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.

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 Trust, following appropriate consultation. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.