

# Lead Tutor

## Vision Beyond Autism

**Job title:** Lead Tutor

**Reports to:** Team Leader/Supervisor & Company Directors

**Location:** We are looking for 1 Lead Tutor's to join our team supporting individuals within home, schools and colleges, work placements and the Community.

**Purpose:** We are looking to recruit a Lead Tutors to provide quality ABA support and teaching as part of a team to a number of children and/or young adults with autism, supporting individuals in a variety of different settings.

**Hours per week: 37.5 over 5 days,**

This includes 1 floating day per week as an emergency client cover /senior responsibilities day.

**Salary:** the basic salary per year for a Lead Tutor is **£24,375**

(+ unsocial hours element at £13.50 per hour).

+ £1000 for a successful candidate with a Masters in ABA, following completion of VBA Lead Tutor Training.

## Job Description

### General Description

VBA supports children and young adults with autism to develop life skills and independence. We are looking for 1 Lead Tutor to join our teams throughout the Cheshire and Manchester area, supporting individuals within home, School, College, work placements and the Community.

The Lead Tutor reports directly to the Team Leader/s and company directors and has support from a BCBA. The Lead Tutor is expected to make a major contribution to the development, maintenance, and success of the individual client programs at VBA.

### Key Responsibilities, Tasks and Outcomes:

- Implement changes instructed by the team leader at regular workshops/team meetings
- Ensuring that the team implement changes and continue working towards goals determined by the team leader
- Interpret and analyse data
- Have regular double ups and training sessions with BST team members and provide constructive feedback and training notes to improve the functioning of the programme.

- Maintain consistency through a team of behaviour specialists through data analysis and overlapping with team members
- Liaise with the team leader in relation to the learner's progress
- Responsible for regularly communicating data to the team leader and for ensuring that ABA files are up to date
- Provide summary data and a written update to the team leader prior to workshops/team meetings
- To identify the need for, prepare and maintain teaching materials, resources, and data sheets for learning targets.
- To ensure all Client Risk Assessments and Overviews are updated on an ongoing basis.
- Responsible for the initial training of new starters as well as regular ongoing staff training, using ABA competency modules booklets, and sharing evidence to the Team Leader.
- Responsible for planning your allocated weekly floating day, completing the necessary forms at the end of each day; phoning VBA at 7.30am, being ready to cover sickness cover by 8.30am each floating day.
- Monitor progress by reviewing acquisition data, behaviour frequency, maintenance and generalization.
- To identify short-term targets within programmes instructed by the team leader
- To provide regular 1:1 teaching sessions using ABA along with paired and small group teaching sessions when appropriate as directed by the team leader
- Provide regular 1:1 support using the principles of ABA/PBS within the classroom, college, work placements or community settings to enable inclusion, to support the learner to engage with others, participate and generalise skills
- You will link with the ABA Behaviour Support Tutor, Team Leader, class teacher, SENCO and other professionals as required.
- Ensure Team Leader recommendations, directions and programmes are carried out utilising good ABA principles.
- To provide support during social times to facilitate peer interaction
- To provide personal care if necessary and teach independence using the principles of ABA.
- To attend and participate in workshops and meetings and mandatory training.
- Collect and record data as requested by the Team Leader and in line with ABA and support plans
- To record progress data and any additional data requested by the team leader.
- Commitment to continuing professional development, completing the company's staff training in ABA practice and theory, working with individuals with Autism and challenging behaviour.
- To undertake any necessary ABA/PBS training as required
- To support learners to access varied learning opportunities using ABA principles
- Communicate in a polite and professional way with the people we support and their relatives, other organisations, staff within VBA, and other professionals
- Communicate effectively over the phone, face to face and by email.
- Provide a customer-oriented service
- To be responsible for safeguarding the health and safety of people we support, colleagues and all others you may come into contact with, including maintaining a physically safe environment and following risk assessments and ABA plans as appropriate.

- Responsibility for following the organisations Policies and Procedures and be available to access all Mandatory training, as detailed on the staff rota.
- Responsible for supporting clients' needs and behaviour that may be challenging.

### **Lead Tutor responsibilities:**

- To contribute to the development of the adult and/or school services model of VBA
- To oversee a higher number of more complex programmes and systems, moving and increasing the number of clients to gain experience (up to 5 clients, not all at the same time).
- To lead in the organizing and running of client socials.
- To create weekly activity rotas for clients.
- To assist Team Leader in designing and implementing new programmes or necessary changes to pre-existing programmes.
- To assist Team Leader in keeping overviews and risk assessments up to date.
- When necessary, graphing data to provide a clearer picture of trends and changes.
- When necessary, developing / amending Behaviour Support Plan / Care Plan, overseen by BCBA

### **We offer**

- Ongoing support and supervision from experienced ABA consultants and professionals
- Opportunities for career development including one opportunity per year to attend a conference which will help further your personal and professional development. VBA covers the cost of the conference/event, travel and accommodation provided that it is relevant to your role and the costs are reasonable and form part of a training agreement.
- BCBA supervision, if required, dependent on company availability. There is a separate agreement set up between VBA and staff member/s accessing BCBA supervision.

### **Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Relevant master's degree e.g. Psychology or ABA		X	
Psychology, education or childcare qualification		X	S
Minimum of 5 GCSE or equivalent (including English and Maths)	X		S

Qualified ABA Tutor (minimum 1 years' experience)	X		
Demonstrable experience of working directly with individuals with special educational needs	X		
Full UK driving license	X		

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of teaching children and young people with autism using the principles of ABA under the supervision of an ABA consultant for <b>1+ years</b>	X		S
Experience must be across a variety of age ranges and settings (e.g. home, school, community, and client holidays).	X		S
Experience of leading a team of tutors to maintain consistency and programme implementation as directed by the consultant		X	
Experience of working with people with autism and/or complex needs	X		
Experience of working in Health or Social Care		X	
Experience of working with challenging behaviour and willingness to support children and young people with crisis behaviour, once trained	X		
Experience of positive handling techniques	X		

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Deliver specific programmes for skill acquisition and behaviour change	X		I
Commitment to the principles of ABA, education and continuing professional development	X		S&I

Willingness to be involved in both new staff and ongoing staff ABA training	X		
Understanding of child development		X	S&I
Work with minimum supervision	X		
To work effectively as part of a team	X		
To provide constructive feedback to ABA tutors and provide support and basic ABA training and client specific training	X		
Able to create and modify data sheets and stimuli	X		
Able to complete ABA data information forms and to oversee all staff team are collating data information.	X		

<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Able to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people	X		I
Ability to think analytically and apply problem solving techniques	X		I
Working knowledge of the ABLLS-R, VB-MAPP, AFLS and/or the EFL ABA curriculums.		X	
Understanding of the principles of ABA	X		

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Emotional and physical resilience to meet the challenge of working in a demanding (but also rewarding) environment	X		S&I
Good written and verbal communication skills	X		
Ability to communicate effectively with a range of stakeholders	X		
Ability to work effectively as a member of a multidisciplinary team	X		
IT literate	X		

Commitment to following evidence-based practice	X		
Ability to work using own initiative	X		
Ability to solve problems quickly and decisively and able to stay calm in a crisis	X		

<b>Courage</b>		
Able to challenge poor practice and implement improvements	Essential	Shortlisting, Interview
Working with people who require additional support because of behaviour that is challenging	Essential	Shortlisting, Interview
Knowledge of the physical, emotional, intellectual and leisure needs and rights of people with learning disabilities	Desirable	Shortlisting, Interview

<b>Ambition</b>		
Commitment to VBA value base to the continuous improvement of services, particularly commitment supporting our client base into supported living and active work	Essential	Shortlisting, Interview
Motivating and enabling skills, for example, ability to assist the person we support in making informed choices.	Essential	Shortlisting, Interview
Able to listen to the people we support and demonstrate an understanding of what they are communicating	Essential	Interview

<b>Integrity</b>		
Able to demonstrate a positive image of people with learning disabilities and autism	Essential	Shortlisting, Interview
Able to communicate clearly, adapting what they say and how they say it so that each person can understand	Essential	Shortlisting, Interview

<b>Teamwork</b>		
Ability to develop positive working relationships with those involved with VBA – including those we support, families, carers, internal colleagues and external agencies	Essential	Shortlisting, Interview
Commit to support up to 2 client holidays of between 3 and 7 days in the UK per year ( on 2 staff to one client basis)	Essential	Short Listing Interview
Ability to work as part of a team	Essential	Shortlisting, Interview

<b>Respect</b>		
Understanding of and commitment to Equal Opportunities	Essential	Shortlisting, Interview
Able to work flexibly and to respond effectively to changes in the workload and the needs of the people we support	Essential	Shortlisting, Interview
Demonstrates an understanding of VBA's core values i.e. treating all people with dignity and respect	Essential	Shortlisting, Interview
Committed to High Standards of Safeguarding Practice	Essential	Shortlisting, Interview