

Job Description: Verbal Behaviour (VB) Tutor (SEND)

Hours: 36 per week as directed by your line manager

Scale: 5 (plus SEN) pro rata

Purpose of Job: To work alongside the VB Group Lead/Class Teacher to deliver high quality individualised VB programmes to pupils within the 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: Headteacher and Assistant Headteacher

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.
- Complete pupil assessments in collaboration with the Class Teacher/ Group Lead (*training will be provided*).
- 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 Inclusion Team.
- Record all behaviour incidents in accordance with school policy and update pupils' behaviour plans as necessary (*training will be provided*).
- 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, at lunchtimes, and break times, as directed by the 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; in all circumstances the Class teacher should be kept informed and records must be kept.
- Be aware of and comply with Rise Partnership Trust (RPT) 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, Evidence for Learning, and photo montages as requested by the 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 external professionals, including Inclusion team and Senior Leadership team

Supporting and Training:

- Support VB Assistants to develop their practice in ITT, NET, and behaviour management.
- Support/train VB Assistants in data organisation and the collection and analysis of data (*training will be provided*).

Personal Qualities:

- Be committed to developing skills in relation to VB competency framework, Team-Teach strategies and CPD opportunities offered by RPT.
- 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: Makaton sign, communication boards or books, voice output communication aids (VOCA), 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 RPT vision and values at all times.
- Adhere to RPT Code of Conduct at all times.
- Help to create and foster a positive team spirit.
- Ensure confidentiality.

RPT will:

- Deliver on-going training in the area of VB for all applicants

- Deliver on-going in-house training through regular observations Leadership, Inclusion team, 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 as highlighted in the Department for Education Statutory Guidance on [Keeping children safe in education 2023.pdf](#)

I agree to undertake the duties listed above.

Signed: _____ Date: _____