



Christchurch Avenue,  
London, NW6 7BH  
0203 829 4690  
enquiries@thevenueschool.london



**Job Description: Verbal Behaviour (VB) Assistant (SEND)**

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

**Pay Scale:** 1 (Point 3) Point 3 and SEN Allowance, term time only.

**Purpose of Job:**

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

To support with the delivery of engaging group sessions

**Directly Responsible to:** Class Teacher/VB Tutor

**Functionally Responsible to:** Headteacher and Assistant Headteacher

**Main duties and responsibilities:**

- Under supervision of Class Teacher/VB Tutor, deliver motivating, fun and engaging 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 (*training will be provided*).
- Effectively support pupils in group lessons, using strategies in-line with pupils' behaviour plans and targets (*training will be provided*).
- Be committed to positively and consistently managing challenging behaviour in-line with pupils' behaviour plans and recording all incidents in accordance with school policies (*training will be provided*).
- 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 Class Teacher.
- Occasionally support staff may be given responsibility for dispensing medicine, in all circumstances the Class teacher should be kept informed (*training will be provided*).
- Be aware of and comply with The Rise Partnership Trust (RPT) 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 Class Teacher and VB Tutor to aid with assessment and planning.
- Assist with displaying pupils' work under direction from the Class Teacher.
- Maintain classroom environment and prepare for lessons as instructed by the 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
- Accompany children on trips or community outings when appropriate.



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RPT is registered in England and Wales (company number 10027322) c/o Manor School.



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### **Verbal Behaviour:**

- Deliver excellent Intensive Table Teaching (ITT) and Natural Environment Teaching (NET) sessions in line with competency framework (*training will be provided*).
- Undertake data collection in all ITT and NET sessions (*training will be provided*).
- Be committed to continued professional development (CPD) in the area of Verbal Behaviour to enable you to deliver the VB methodology.

### **Parent and Family:**

- Communicate positively with parents.

### **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 RPT.
- 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 an understanding and awareness 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 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 and maintain confidentiality at all times.

### **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



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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](#)

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I agree to undertake the duties listed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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