

**Forest Bridge School Job description**  
**ABA Supervisor/BCBA**  
**Autumn 2024**

Job Title:	ABA Supervisor/BCBA
Location:	Maidenhead, Berkshire
Responsible To:	Headteacher, Lead Behaviour Analysts (LBA), Senior Leadership team and Governors
Responsible For:	Implementing and monitoring effective ABA-based provision and leading the class team in conjunction with class teacher
Key Relationships/ Liaison with:	Headteacher, Deputy Headteacher, Lead Behaviour Analysts, Teachers, ABA Supervisors, Senior Leadership Team (SLT), tutors, SaLT, OT, Art Therapist, Parents

**Job Purpose**

The ABA Supervisor/BCBA will be assigned approximately 12 pupils: 1 whole class and part of another class across the school each year and will be responsible for completing certain tasks specific to those pupils, as well as more general tasks that will cover the whole school.

**Main Duties and Responsibilities**

- To take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To provide both one to one and group instruction using ABA procedures
- To provide cover for staff, including teachers in your linked classes for no more than 40% of your timetable.
- To be responsible for updating the assessments of each pupil using FBS purpose designed curricula
- To develop Detailed Education Plans alongside class teachers and the LBA/mentor, specific for each child, based on their individual strengths and challenges
- To write clear and positive behaviour support plans based on assessment of function and monitor the success of behaviour support plans
- To be responsible for developing and introducing programmes for pupils based on the Individual Teaching plans and ensuring that all targets from education plans are worked on within the term.
- To monitor Detailed Education plans monthly and communicate with SLT and families about progress towards goals.
- To adjust teaching strategies where the pupil is not making satisfactory progress, in consultation with the class teacher and LBA/mentor and others where appropriate
- To plan and teach social skills lessons where appropriate and in consultation with the class teacher.
- To provide a written outline of what will be covered in class meetings beforehand in consultation with others.

- To conduct weekly class meetings with the class teacher to discuss pupils' learning and behaviour and discuss problems raised in these meetings with the Lead Behaviour Analyst/Mentor, Deputy Headteacher or Headteacher as needed.
- To discuss or inform parents of behaviour plans and follow up with written notice in the form of email, letter or note in the communication book
- To carry out weekly coaching using the BST model.
- To support the class teacher in the management and organisation of their classrooms.
- To prepare and conduct appraisals and probationary reviews of Tutors and Senior Tutors and others deemed appropriate in conjunction with the LBA /mentor and Headteacher.
- To organise and contribute towards Annual Reviews, End of Term Reports etc.
- To liaise with the school's Occupational Therapists, Art Therapists, and Speech and Language Therapists to ensure that the targets they set are incorporated into each pupil's programmes and to report and feedback on pupil's progress.
- To participate in Annual Reviews for pupils in your linked classes
- To organise any home visits where appropriate to advise and support parents with self-help, behavioural and language programmes at home

#### **Across the school**

- To contribute towards the on-going development of the theoretical training package delivered to ABA tutors.
- To deliver sections of the theoretical training package to new trainee ABA tutors.
- To assist in whole school planning i.e. topics, school outings, training and inset days.
- To identify resource needs and participate in acquiring and managing the necessary resources (including the organisation of the resource room.)

#### **General**

- To undertake additional tasks related to the role as directed by the Senior Leadership Team.
- To be committed to keeping up to date with the latest Behaviour Analytic research and practices in order to keep staff up to date and be providing the best provision available
- To build and maintain excellent relationships between ABA staff and teaching staff, promoting a seamless team around each child
- To contribute to excellent home/school partnerships
- To have professional regard for the ethos, policies and practices of Forest Bridge School and maintain high standards in your own attendance and punctuality

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.**

**Date Prepared: June 2024**