DYSLEXIA TUTOR

Job purpose:

To provide face-to-face specialist support to students with dyslexia, dyspraxia or other Specific Learning Difficulties (SpLDs)

Main duties

- To help students develop independent learning strategies to assist them in overcoming the difficulties encountered as a result of dyslexia, dyspraxia or other specific learning difficulties. This may include coaching in some or all of the following areas:

- literacy skills including spelling, grammar, comprehension and reading techniques

- computational and basic mathematical skills

- time management skills

- study skills techniques including mind mapping, memory techniques, concentration techniques, note taking techniques assignment planning, essay writing skills, research method skills, proof reading and revision techniques

- proof reading skills development so that students are able to check their own assignments. Please remember, Dyslexia Tutors should only teach proof reading skills. They should never proof read work for their students. If a student is entitled to Proof Reader support, he/she will have been assigned a Proof Reader at £10 per hour.

- To work with the student to identify and help overcome specific difficulties, but not to provide subject-specific tuition

- To provide confidential support to disabled students in a neutral, public space on a face-to-face basis to encourage dialogue and facilitate support sessions tailored to meet with the needs of the student at that particular time.

- To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner

- To adhere to the Code of Conduct as issued by Queen’s Register of Support Providers

* To complete and return all relevant Register paperwork for each support relationship in a timely and accurate manner.

Please Note: Following recruitment, participation in the Study Skills training programme for Support Providers will be expected, particularly if previous tuition experience has only been with children.

## DYSLEXIA TUTOR

## Personnel Specification

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| **Educational and Professional Qualifications** | Essential | OCR/RSA Level 5 Certificate/Diploma for Teachers of Learners with Specific Learning Difficulties or equivalent qualification |
| Desirable | OCR/RSA Level 7 Certificate/Diploma or equivalent in above |
| **Previous Experience / training** | Essential | Substantial experience of one-to-one tuition with adults and/or children with specific learning difficulties |
| Desirable | Experience of tutoring within a Further or Higher Education environment  Professional body membership eg:  **BDA** – British Dyslexia Association  **PATOSS** – Professional Association of Teachers of Students with Specific Learning Difficulties  **ADSHE** – Association of Dyslexia Specialists in HE  **Dyslexia Guild**  *or similar* |
| **Job Related Achievements** | Essential | Tutoring literacy, comprehension and study skills techniques |
| Desirable |  |
| **Inter-personal Skills** | Essential | Good verbal and written communication skills;  Awareness of confidentiality;  Good interpersonal skills |
| Desirable |  |
| **Special Factors** | Desirable | Flexibility over working hours |