**JOB DESCRIPTION**

**Post: SPECIALIST TUTOR** **FOR DYSLEXIA**

**Responsible To: HEAD OF ALS**

**Summary of Post:**

To undertake the required assessments of students with specific learning difficulties and to meet the expectations of the exam boards. To teachindividual and small groups of students to improve the management of their specific learning difficulties. To provide training for staff in all roles within the college and support the wider functions of the ALS team.

# Specific Duties:

1. To deliver weekly additional teaching in vocational and English subject areas to small groups for students with SpLD.
2. To prepare schemes of work and lesson plans in line with college guidelines and prepare teaching materials in all formats to facilitate student learning.
3. To support lecturers to implement good practice in the teaching and supporting of students with SpLD, including students with a high level of need and an Education Health Care plan and contribute to the students’ annual reviews.
4. To use appropriate diagnostic tools for assessment.
5. To liaise with the exams office to ensure required JCQ expectations are in place and students exam needs are recorded within expected time
6. To meet and assess prospective students over the summer period in readiness for the start of their training.
7. To establish students ability to meet with expectations of the chosen course.
8. To advise and liaise with lecturers across the College on the needs of students with specific learning difficulties.
9. To assess the support needs for associated syndromes, for example “Irlen Syndrome” and Dyspraxia.
10. To create a student profile which identifies the specific needs and strategies to meet student needs.
11. To record support information on college MIS systems ensuring that support records are updated for progressing students and brought forward to current year.
12. To monitor student’s progress with support staff and lecturers.
13. To discuss with students a range of strategies to learn to manage their specific learning needs.
14. To deliver training and run workshops for staff on best practice when supporting students and monitor effectiveness of training.
15. To be updated on assistive technology resources that can benefit a student’s learning and positively engage staff and students in their use.
16. To make recommendations on the allocation of laptops / other equipment following college guidelines for loan of equipment.
17. To lead a team of Learning Support Practitioners (LSP) and undertake all associated line management responsibilities.
18. To undertake wider ALS duties including supporting students transitioning into and across the college.

# General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

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|  | EMPLOYEE SPECIFICATION | Application | Interview | Shortlisting Weighting |
| Skills |
| 1. | A knowledge and understanding of assistive technology covering a range of software applications, including diagnostic software. | ✓ | ✓ | 6 |
| 2. | The ability to adapt Dyslexia teaching systems to meet the needs of the individual student |  | ✓ | 6 |
| 3. | A broad knowledge of a range of conditions and their impact on a person’s ability to engage with learning |  | ✓ | 6 |
| 4. | An understanding of safeguarding in relation to vulnerable young people and the ability to actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| 5. | Good organisational skills and the ability to work under pressure and to tight deadlines |  | ✓ | 6 |
| Experience |
| 6. | At least two years successful experience of teaching students with specific learning difficulties | ✓ | ✓ | 6 |
| 7. | Experience of leading and managing a team  | ✓ | ✓ | 4 |
| Education |
| 8. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 6 |
| 9. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 6 |
| 10. | A post graduate Diploma in Specific Learning Difficulties (Level 7 OCR Diploma in Specific Learning Difficulties, RSA Diploma in Teaching Learners with Specific Learning Difficulties or equivalent). | ✓ | ✓ | 4 |
| 11. | A teaching qualification, i.e. Level 5 Diploma in Education and Training, PGCE or Certificate in Education or relevant teaching experience | ✓ | ✓ | 6 |
| 12. | A qualification in the safe handling and administration of medication | ✓ |  | 4 |

**Advice to candidates**

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.