

## JOB DESCRIPTION

**Post:** Specialist Tutor Dyslexia

**Responsible To:** Head/Deputy of Inclusive Learning

**Summary of Post:** To work collaboratively with curriculum delivery teams to ensure students with specialist support requirements have suitable strategies planned in their programme of learning, as well as exam access arrangements in place, enabling them to achieve their potential, building the confidence and independence to move onto successful next steps.

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### Specific Duties:

1. To work collaboratively with curriculum delivery teams enabling a culture welcoming all students to a positive and safe learning experience in EKC Group.
2. To use the appropriate tools, processes and systems to assess the needs of students and ensure access arrangements are in place.
3. To identify and contribute to strategies that inform the Group Profile enabling students to access learning that meets their needs effectively.
4. To assess the needs of students with dyslexia and other learning difficulties to ensure the correct learning plans and strategies are in place to meet the specific learning requirements throughout the programme of learning.
5. To work collaboratively with other support and wider services to promote opportunities for students to gain skills and knowledge around progression and build independence for their futures.
6. To undertake and support in the process of annual reviews for a given caseload of students.
7. To ensure EKC processes and procedures are followed accurately to adhere to the statutory responsibilities of EHCPs, the logging of adult learning support activity, and other wider audit requirements.
8. To work with SEND Officers to organise transition activities and events prior to

students starting their college journey.

9. To work with SEND Officers to organise and contribute to transition activities such as Risk Assessments/PEEP's and other support requirements so students receive their entitled support to meet their learning requirements.
10. To cover PSA sessions when required.
11. To plan and deliver small group and 1:1 sessions for students using effective resources including assistive technologies where required.
12. To collaborate with delivery team members in both curriculum and support to continuously reflect and evaluate strategies to support the inclusive learning approaches of students.
13. To undertake regular CPD to continuously develop own professional practice both in the specialist area and pedagogical developments to enhance the experience for students and their future careers in adult life.
14. To provide guidance and advice to teachers enabling the universal delivery expectations of all students.
15. To plan and deliver training on specialist areas of support that provides information and strategies for teachers and wider support roles to effectively plan sessions and resources that are suitable for all learners.

### 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.

#### **Please note**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
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
<b>Experience</b>				
1.	At least two years' successful experience of teaching students with specific learning difficulties	✓	✓	6
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		6
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		6
3.	OCR Level 5 Diploma Teaching Learners with Specific Learning Difficulties (Dyslexia), or an equivalent course at the same level, and the Level 7 Postgraduate Award of Proficiency in Assessment for Access Arrangements, or equivalent qualifications at the same level.	✓	✓	6
4.	A teaching qualification, i.e. Level 5 Diploma in Education and Training, PGCE or Certificate in Education or relevant teaching experience	✓	✓	6

## 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 criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

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

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.