university of the arts london

ual:

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Dyslexia Support Tutor (Salaried)   **Accountable to**: Dyslexia Co-ordinator

Contract Length: Permanent   **Hours per week/FTE**: 0.42   **Weeks per year**: 38

Salary: £34,326.00 - £42,155.00 per annum (pro-rata)   **Grade**: 4

College/Service: University Disability Service   **Location**: College sites

Purpose of Role:

To deliver high quality specialist, non-subject specific individually tailored study skills tuition to students with Specific Learning Difficulties (SpLDs) who are registered with the University Disability Service.

To work within academic standards, delivering individual and flexible programmes of support which enhance students' abilities to develop independent learning and study skills strategies, using all available assistive technologies.

To undertake screenings for SpLD indicators.

To contribute to delivery of awareness training on good practice in supporting students with SpLDs to colleagues and other University academic and support staff.

Duties and Responsibilities

1. To deliver specialist non-subject-specific study skills tuition on an individual or small group basis to students with specific learning difficulties

2. To develop and deliver suitable and individually tailored programmes of support enabling students to adapt their existing learning strategies to study at UAL.

3. To record, monitor and review students' progress and identify further needs, in line with agreed service protocols

4. To screen students for indicators of SpLD(s)

5. To maintain and submit timesheet and financial records to the Disability Administrator(s) and Dyslexia Co-ordinator(s) in line with agreed service protocols

6. To maintain accurate electronic records of contact with students in line with Disability Service procedures

7. To work with the Disability Administrator(s) to organise appointments

8. To facilitate students with SpLDs to use assistive technology to develop study and independent learning skills

9. To maintain annual membership of their professional membership body

10. To engage in Continuing Professional Development, ensuring knowledge is up-to-date and informed by sector and technological developments, and in line with the requirements of their professional membership body

11. To apply inclusive practices which recognise the diversity of the student population at UAL and demonstrate a broad understanding of the subject disciplines taught at UAL.

12. To adapt communication styles to suit the individual learner's needs

13. Make use of the University's virtual learning environment and e-learning tools in accordance with IT and pedagogic protocols.

14. To report on any issues of concern promptly to the Dyslexia Co-ordinator(s)

15. To communicate with colleagues and students through the use of the University's email system and VLE.

16. To feedback to team and manager information useful for service development

17. To signpost and refer students when appropriate

18. To deliver dyslexia support sessions at other sites in the University as required.

19. To work as part of the Disability Service and within it, the Dyslexia Support team, under the direction of the Dyslexia Co-ordinator(s), and be prepared to attend a small number of team meetings.

Others:

20. Undertake health and safety duties and responsibilities appropriate to the role.

21. Have a commitment to the University's Equal Opportunities Policy.

22. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships:

• The College's Academic Support Team and colleagues working in academic support across UAL.

• Programme and Course Teams and colleagues within the College that work in WP, Quality etc.

• Colleagues in other academic and student support services, including the Disability Services, Library Services, Language Centre

Specific Management Responsibilities

Budgets:
Staff:
Other:

Signed _____ Date of last review _____
    (Recruiting Manager)

Job Title: Dyslexia Support Tutor (Salaried)   Grade: 4

Person Specification	
Specialist Knowledge/ Qualifications	Educated to degree level or equivalent, with a recognised Dyslexia/SpLD teaching qualification Good working knowledge of the education provisions of the Equality Act (2010) and of General Data Protection Regulation Clear understanding of the barriers/difficulties that students with SpLDs may encounter in studying at FE/HE level IT skills, including working knowledge of MS Office packages (Word, Outlook, Powerpoint) and basic knowledge of key assistive technology packages relevant to learners with SpLDs
Relevant Experience	Experience of teaching young people/adults with Dyslexia/SpLD, (preferably within FE/HE and art and design courses), including usage of assistive technology Experience of empowering students to identify their study needs and develop strategies to overcome them where possible Experience of successfully dealing with difficult situations, the anxieties of others and confidential matters according to policy and procedures.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and, where appropriate, across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers

Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: March 2019