**The Register of Support Providers at Queen’s University**

**Dyslexia Tutor**

**Role 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 and should never proof read work for their students.** If a student is entitled to Proof Reader support, they will have been assigned a Proof Reader.
* 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 Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Dyslexia Tutor**

**Person 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, e.g.:  **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 |
| **Inter-personal Skills** | Essential | Good verbal and written communication skills.  Awareness of confidentiality.  Good interpersonal skills |
| **Special Factors** | Desirable | Flexibility over working hours. |